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ABSTRACT

This bibliography is designed to provide Americans who are working with Indochinese refugee adults with an idea of what materials are commercially available in the field of teaching English as a second language. Materials were chosen because they have been successfully used with Indochinese refugees, or because they have been identified as needed. The focus is on the needs of the adult refugee who is planning employment or vocational training. The annotations refer to materials as being on the beginning, intermediate, or advanced level: this scale refers to ability to speak English and is not the same as level of education. The bibliography includes English as a second language (ESL) texts with emphases on course texts, pronunciation and fluency, readers, writing texts, tests, and student references. Supplementary materials listed include ESL in vocational areas, employment skills, and survival skills. Teacher aids and information on the languages and cultures of the refugees are also covered. (SW)

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INDOCHINESE REFUGEE EDUCATION GUIDES

ADULT EDUCATION SERIES #2: A Selected, Annotated Bibliography of Materials for Teaching English to Indochinese Refugee Adults

(Second Revised Version)

November, 1980

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Explanatory Notes

This bibliography was compiled to give people who are working with Indochinese refugee adults an idea of what is commercially available in the way of materials to teach them English, or ESL. (ESL, English as a Second Language, is the acronym commonly used to distinguish English-teaching to non-English speakers from English-teaching to native speakers.)

In general, the materials we have listed here were chosen because they have been successfully used with Indochinese refugees over the last five years, or because they fill a need which we have discovered through the phone calls and letters which have come to the Clearinghouse. The need for English-teaching materials varies widely from refugee to refugee, of course: from the highly-educated who needs English for retraining in a particular field to the illiterate who needs English for survival and employment. We have included a correspondingly wide range of materials, but with an emphasis on the needs of refugees with little education: they are the ones most in need of help, and what few materials there are for them are less likely to appear in other bibliographies. We have not listed materials for the ESL student headed for academic work; therefore, neither a section on composition nor a comprehensive reading section is included. A bibliography of materials for the college-bound is available from the ERIC Document Reproduction Service: ED 107 158 "A Selected List of Instructional Materials for English as a Second Language: College Level" (1975) by Robert Fox; $1.82 + postage. In addition, there are no specific vocational materials listed in this bibliography; a selected bibliography of such materials can be found in our Indochinese Refugee Education Guide, Adult Education Series #8, "A Guide to Manpower/Vocational ESL".

ESL materials are often referred to as being for beginning, intermediate or advanced students. These labels have to do with the amount of English the student already knows, and vary widely from student group to student group. We have discovered that in ESL programs for the refugees, the terms refer to students with less English than they usually do: so an "intermediate" student in a program for refugees would often be classed as a "beginning" student in a general ESL program.

It is very, very important to recognize the role that education plays in ESL classes. For both cultural and pedagogical reasons, the amount of previous education a refugee has had in his native country is the most important parameter in teaching him English. the choice of texts, the focus and pacing of the instruction, and the length of the program as a whole should be determined primarily by the educational level of the refugees involved. (This is the major reason why "beginning" refugee ESL students are on a lower level than other "beginning" ESL students: the refugee population includes a higher percentage of illiterate or barely literate potential students than other foreign populations do. Also, efforts are made to get these refugees in classes, whereas in other populations the illiterates and poorly educated ones aren't focussed on as much. It's been widely found that refugees with little education require ESL classes with different pacing, less use of reading and writing in the instruction, and more direct teaching of basic literacy skills.

We have kept all this in mind in annotating materials, and have made a point of indicating whether a particular item is suitable for refugees with little or no education.

In all the listings, we have quoted exact prices as of September, 1980. However, we have discovered that prices are often obsolete before the bibliography even gets back from the printer. Therefore, we suggest that you call the publisher before writing a check or sending in a purchase order. Moreover, the price quoted is for a single copy; if you order several copies, the price per copy may be anywhere from 10% to 25% lower. In any event, check with the publisher.

I. ESL Course Texts

An ESL course text like the ones listed in this section should form the nucleus of the curriculum of an ESL program for refugees. The course text will provide a sequenced curriculum for the teacher to follow, and on which the teacher should base supplementary activities and exercises, and vocabulary practice. Of equal importance, the course text will provide refugee students with a concrete framework within which their language lessons are structured, so that they can tell from day to day what they are learning and how far they have progressed. This kind of framework is crucial with refugees who have little or no educational background, and who need the sense of security in a classroom situation that a book (along with a highly structured schedule of activities) can provide.

Virtually all refugee students (even - and sometimes especially! - illiterate refugees) will come to class expecting to have a book to work with. This is part of their cultural view(s) of educational situations, and is so firmly established that almost always they will not take seriously any class that isn't book-oriented. Student texts are therefore a must in refugee classes. Some programs get around the expense of providing student texts (which can run into money, if every student who walks in the door is given a book) by having a supply of student texts which are for class use only, and then having students buy their own texts for home use.

Typically, the student text carries only a subset of the activities presented by the book. The teachers' manual, or teachers' edition, is usually the heart of the materials; it's there that you will find instructions on actually using the materials with your students.

You'll notice that many of the texts have extras in the way of workbooks, tapes, visuals and tests, which accompany the students' and teachers' texts. You will undoubtedly like having any visuals that are available, and certainly tests (your refugee students will also like these) and workbooks if your program can afford them. Tapes or cassettes are expensive, and are typically designed for use in programs with language labs where students can go for additional practice without a teacher, or in programs where students don't have access to natively-spoken English. If your students are in neither of these situations, you'll probably find tapes or cassettes not very cost-effective. However, some students, if they can afford them, desire cassettes to use on portable cassette players to practice at home.

The course texts listed in this section are divided into two parts: General ESL and Survival-oriented ESL. The texts listed were chosen for a variety of reasons: the ease with which they can be amplified to include additional vocabulary and exercises; for the success rate they have had in ESL programs for refugees over the last five years; or for the ease with which they can be used by teachers with no experience in ESL, or in tutoring situations.

I. A. Survival-Oriented ESL

The texts listed in this section are survival-oriented in that they meet the immediate language needs of the adult refugee. They cover enough of the sentence patterns, and include the appropriate vocabulary, to enable the student to get around in everyday situations. Refugees who are headed for jobs that don't require much English, or who want English for shopping and other "survival" purposes, will do better with a survival-oriented text. These texts would also probably be the most useful in tutoring situations. For supplementary texts (i.e. not designed for an entire course) which also cover survival situations, please see Section 2.

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Institute of Modern Languages, Inc. Speak English. Silver Spring, MD: IML, 1980. Text 1, $3.95; Workbook 1, $3.95.

The first in a series of six (the others are forthcoming) based on a notional/functional approach to survival English that adults can use everyday on the job, at home, and in the community. Functional objectives including practical life-skills (e.g. using a pay phone) and communication skills (e.g. asking for clarification) are developed through competency-based activities in listening, reading, and writing.

Iwataki, Sadae et al. English as a Second Language: A New Approach for the Twenty-first Century. San Juan Capistrano, CA: Modulearn, Inc., 1975-76. (Also available from Delta Systems Company, Inc.)

Vol. I	Teacher's manual, Lessons 1-40, $14.50
Vol. II	A -- Student's book, Lessons 1-20, $2.75
	B -- Student's book, Lessons 21-40, $2.75
Vol. III	Visuals for Lessons 1-40, $14.50 per set
Vol. IV	(Transparencies, no longer available)
Vol. V	Supplement for Chinese students, $4.75
*Vol. VI	Intermediate course, $4.75
*Vol. VIII	Pronunciation lessons, $4.75
	Visuals for Pronunciation lessons, $4.75
*Vol. IX	Bridging the Asian Language and Cultural Gap, $ .75
Vol. X	Supplement for Vietnamese students, $4.75
Vol. XI	Supplement for Cambodian students, $4.75
Vol. XII	Supplement for Spanish students, $4.75
**Vol. XIII	Supplement for Laotian students, $4.75

Complete ESL Audio Tape Reinforcement Program $158.50
(* not available from Delta) (** not available from Modulearn)

A survival course, developed for Asian adult students on the west coast, and for that reason particularly appropriate for refugee students, especially those with little or no educational background. The series has been widely and successfully used with refugees since 1975, both in survival classes and as the first lap of extensive programs. (Caution: the intermediate course does not take up where the beginning course leaves off!) The supplements for Chinese, Vietnamese and Cambodian students are translations of the dialogues and model sentences of Lessons 1-40 into the different languages. The teachers' manual is explicit, and written with the inexperienced ESL teacher in mind. The pronunciation lessons are aimed at Spanish, Chinese, Korean and Tagalog speakers, and do not tackle the particular problems of the Vietnamese, Lao, Hmong and Cambodian refugees; the visuals are useful in refugee classes, however. The worksheets were designed to be used with the cassettes, but can be used independently as well. A separate literacy component was published by Modulearn in 1980, and another new literacy component from Delta Systems is due out in early 1981. Both are designed to accompany the earlier lessons, and are described in this bibliography's section on literacy.

Keltner, Autumn. English for Adult Competency, Books I and II. Englewood Cliffs, NJ: Prentice Hall, Forthcoming: Spring 1980. $5.95 each.

A language survival skills text which focuses on the following situations: personal identification, food and money, health, transportation, housing, clothing, looking for a job, banking and postal services, and community resources. The text is nonsequential and employs a minimum of structures. It emphasizes the oral language patterns and vocabulary needed in daily life. There are pre- and post tests for each unit with functional/competency objectives; particular language structures are not tested. Book II expands the concepts of each unit found in Book I, and includes more difficult structures. The text is designed to give the adult student as much practice as possible.

Mackey, Ilonka Schmidt. English I: A Basic Course for Adults. Rowley, MA: Newbury House, 1972. Student's book, $4.95; teacher's manual, $9.95.

A survival text, suited especially for tutoring situations. The aim of the text is to provide newcomers with the English they need immediately on arrival. A feature of the text is its focus on vocabulary relevant to the needs of adults in getting around an English-speaking community. Teachers' manual is explicit, and was written with the inexperienced teacher or tutor in mind.

Schurer, Linda (editor). Everyday English. San Francisco: Alemany Press, 1979.

Cycle I -- Student book, $4.95
Teacher's manual, $9,95
Cycle II -- Student book A, $3.95
Student book B, $3.95
Teacher's manual, $9.95

These ESL teaching materials were designed as an introductory oral English program for recently arrived adult immigrants with little or no previous knowledge of English, and have been used quite successfully with the refugee adult of low educational background. The goal is survival English for immediate use. Based on a cyclical curricular design, Cycle I consists of 10 independent units, each with a different community setting (food, clothes, transportation, housing, school, health, post office, telephone, banking, employment). Each unit introduces and practices the same set of basic grammatical structures. Cycle II repeats the same 10 community settings, but presents a more difficult set of structures. No fixed order is inherent in these materials, since the structures and vocabulary are introduced as new information in each unit, which makes the text ideal for open-enrollment programs and Adult Education courses that face the problem of sporadic attendance. The teacher's manual is good, with many useful suggestions. However, inexperienced teachers will have to spend some time in preparation.

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General ESL

The texts listed below are "general" in that they cover all or most of the sentence patterns of English, and were designed for no other purpose than to "teach the English language" in general. Refugees who are headed for training of any sort in English, or for a job that requires a lot of English on their part, will need a general ESL text. However, for adult students with varying needs for English, or who have little education, it might be wise to start out with a survival-oriented ESL text, and then switch to the appropriate level of one of the general ESL texts.

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Bruder, Mary Newton. MMC: Developing Communicative Competence in English as a Second Language. Pittsburgh, PA: The University Center for International Studies, University of Pittsburgh, 1974.

Student's book, $9.95
Student's workbook, $4.95
Instructor's manual, $2.00 (or free with class order)

A fast-paced, grammar-oriented presentation of the structures of English, designed to prepare foreign students for university work, and as such appropriate for refugee professionals with lots of education and English. MMC refers to types of drills (mechanical, meaningful, and communicative) which the text incorporates. The material is carefully organized and presented, and covers most of the structures of English; an educated refugee wanting to learn more English on his own could benefit from MMC more than from other ESL texts.

Hall, Eugene J. and Sandra Costinett. Orientation in American English, Books I-VI. Silver Spring, MD: Institute for Modern Languages, 1977.

Student's text, I-IV, $3.95 each.
Student's text, V-VI, $4.95 each.
Teacher's manual for all six levels, $6.95.
Student's workbook, I-IV, $2.95 each.
Tapes for level I, $225.00 per set of 20.
Cassettes for level I, $115.00 per set of 10.
Tapes for levels II-IV, $195.00 per set of 10.
Cassettes for levels II-IV, $85.00 per set of 5.
Tapebooks, I-IV, $2.95 each.
Readers, I-IV, $3.95 each.
Placement test, $75.00, for 30 students.
Proficiency tests, I-IV, $35.00 per set for 10 students.
Proficiency tests, V-VI, $20.00 per set for 10 students.

Series for secondary students and adults, using Situational Reinforcement, a methodology which presents the language by situation, rather than by linguistic structure. Available separately are Communications Skillbooks, which reinforce the grammatical structures presented in the OAE books, and emphasize reading and writing skills. This series works best with refugees who have some English; the beginning levels are best used with bilingual aides.

Lado, Robert. Lado English Series. New York: Regents Publishing Co., Inc., 1978-79.

Student books I-VI, $2.75 each.
Student workbooks I-VI, $1.75 each.
Teacher's manuals I-VI, $3.95 each.
Cassettes (set of 8 per level), $70.00 per set.
Testbooks I-II, $20.00 per book.

Extensive series for adults, teaching ESL through classic audio-lingual techniques. Books I-III concentrate on pattern practice, dialogues and pronunciation drills; books IV-VI focus more on communication. Presentation is uncluttered and relatively grammar-oriented, and would be attractive to educated refugees who expect grammar with their ESL. The teachers' manuals reproduce the student pages, with extensive additional comments and teaching suggestions. The textbooks contain quiz masters which can be used to make copies without a duplicating machine.

Mellgren, Lars and Michael Walker. New Horizons in English, Books I-VI. Reading, MA: Addison-Wesley, new edition 1980.

Series for high school students, teaching beginning and intermediate structures of English. Text is based extensively on two- and four-color drawings, which provide material for drills and dialogues. Teachers' guides have notes for inexperienced ESL teachers, and suggestions for experienced teachers as well. There are sections in each unit of the student books

which the students can do on their own, or in small groups. The text is pitched at teenagers and young adults; refugee adults might consider it a bit frivolous.

National Council of Teachers of English, W.R. Slager, Project Director. English for Today, 2nd Edition, Books I-III. New York: Webster McGraw-Hill, 1977.

Student's books I-III, $6.80 each.
Teacher's manuals I-III, $2.96 each.
Workbooks I-III, $2.64 each.
Tapes I-II, $164.00 per set.
III, $180.00 per set.
Cassettes I-II, $132.00 per set.
III, $80.92 per set.
Tests I-III, $72.00 per set.
Listening Comprehension Exercises, I-III, $73.32 per set.
Picture cue cards for Book I, $28.00 per set.

Widely used and respected series, a special edition of which was used in Vietnam. Books I-III present close to the entire range of English structures, carefully sequenced, presented and practiced through a variety of meaningful drills and activities. Reading and writing are included in lessons from the beginning; the series assumes a relatively high level of educational sophistication on the students' part. The books were written for junior high and high school students; Book I, especially, is aimed a little young for adult refugees. Books II and III are more adult in tone, and have been successfully used in programs preparing refugees for vocational training, immediate employment in jobs requiring a lot of English, and further academic training. The teachers' manuals are aimed at the inexperienced ESL teacher, and contain a wealth of background information, hints for adapting lessons, and teaching strategies. In some programs, Book II is used following one of the survival texts, as it has a systematic review of the material presented in Book I in its first unit. There are three other books in the series (IV-VI) which review the structures presented in I-III and focus on reading and writing.

Wardhaugh, Ronald et al. English for a Changing World, Books I-III. Glenview, IL: Scott, Foresman and Co., 1976-77.

Student's books I-III, $2.52 each.
Teacher's annotated editions, I-III, $4.38 each.
Exercise books, I-III, $1.32 each.
Cassettes I-II, $30.00 per set.
Extra cue books for Book I, $3.72 per set of ten.
Posters for Book I, $17.46 per set.

Extensive series for high school students. Books I-III present and practice nearly all the structures of English, through a combination of different drills, exercises and activities. There are three other books to the series, which focus mainly on reading and writing. Books II and III revolve around topics of concern to high school students; older refugees might find them a little informal. Book I includes a cue book for each student -- a pamphlet of colored drawings used throughout the book as a stimulus for drills and exercises. The teachers' editions contain lots of background information as well as extensive explanations and suggestions on the specific material contained in the lessons.

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II. Survival Skills Course Supplements

The materials in this section come from a variety of sources. We have carefully examined the materials, and have included only those which in our judgment are suitable in presentation and tone for adult refugees.

The materials present information on, and practice in, everyday survival skills such as reading schedules, dealing with traffic signs, handling checking and savings accounts, shopping, etc. There are great advantages to teaching these kinds of things in an ESL setting, and with a workbook. First, the refugee's learning of English is greatly enhanced by learning something other than "language" in English. Second, the kinds of things taught are immediately useful to the refugee, and that makes the ESL class more attractive to him. Third, using a workbook capitalizes on the refugee's cultural attitude towards books and the necessity for them in educational situations. And fourth, the teacher or tutor is given a curriculum, in the contents of the workbook, from which to choose subjects and activities most meaningful to the studetns. These kinds of activities are also quite appropriate to tutoring situations.

Many of the materials were written for native speakers of English, and therefore, may be too difficult for beginning or intermediate refugee students of ESL. All of the materials, however, are good sources of vocabulary and information for the teacher.

We have not included audio-visual aids, or other really expensive materials, because publishers do not send such things out for examination. If you are associated with a manpower program, vocational training school or community college, you will probably find that there are audio-visual aids on survival and employment skills floating around for use with English-speaking students; many of these might be useful for your refugee classes. However, for more inexpensive props (such as picture cards) and games with which you can supplement your survival English lessons, please see Section V. B.

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Boyd, John R. and Mary Ann Boyd. Alice Blows a Fuse. Englewood Cliffs, NJ: Prentice-Hall, 1980. $5.95

This book is built on strip story technique, and includes 50 strip stories centered around survival situations, such as a restaurant menu and emergency calls. Each story has several follow-up activities, and is suitable for intermediate and advanced students.

Canairo, Jack and Marilynne Mathias. Help! First Steps to First Aid. Hayward, CA: Janus Book Publishers, 1980. $2.85

Text/workbook designed for high school students with poor reading skills. Language is therefore low level, but quite colloquial - only refugees with good language skills would be able to handle the short reading passages and some of the exercises. An excellent resource for teachers for vocabulary and information on first aid.

Chapman, John. Adult English One, Adult English Two, Adult English Three. Englewood Cliffs, NJ: Prentice-Hall, Inc., 1978. $6.95 per book. Teacher's manual for all three books available.

Workbook-like texts, in which beginning through intermediate structures are practiced in a variety of ways, notably through exercises relating to photographs of adults and everyday situations. There are no overt presentations of structures, and no drills; the books are excellent as supplementary materials for adults classes (subject matter revolves around jobs), or as a series of reviews for advanced students.

Corcoran, Eileen. Meeting Basic Competencies in Communication. Phoenix, NY: Frank E. Richards Publishing Co., 1979. $2.25

A work/study book designed to give adults practice in functional literacy - i.e. applying writing, reading, speaking and listening skills to practical tasks of everyday life. Writing skills include copying manuscript into cursive, filling in forms, writing notes and short letters. There are also exercises of "fill-in-the-blank" type. This book is not for beginners, but may be useful as individual practice for high-intermediate or advanced refugee adults.

Corcoran, Eileen L. Meeting Basic Competencies in Mathematics. Phoenix, NY: Frank E. Richards Publishing Company, Inc., 1978. $2.25 per book; teacher's key available free.

A workbook of problems, designed to teach the various symbols involved in everyday mathematical operations. One problem on each page requires the student to fill in the answer on a separate answer sheet,, to give practice in dealing with this kind of test-taking. Problems in the latter half of the book involve price lists, graphs, conversions to metrics, etc. The

language of the word problems is relatively simple, and should be appropriate for students on an intermediate ESL level. The straight number problems provide a good introduction to American conventions in representing mathematecal operations.

Corcoran, Eileen L. and Ambrose L. Corcoran. Know the Signs - Be a Better Driver, I. Phoenix, NY: Frank E. Richards Publishing Company, Inc., 1970. $2.25 per book. Two accompanying film strips, $13.95 each. Teacher's guide for film strips available free.

A workbook teaching the various road signs and their meanings. Some of the exercises are geared to the accompanying slide strips. The book is intended for English-speaking poor readers, but the questions and exercises are easily adapted to ESL situations on the intermediate/advanced level.

Corcoran, Eileen L. and Ambrose L. Corcoran. Know the Signs - Be a Better Driver, II. Phoenix, NY: Frank E. Richards Publishing Company, Inc., 1975. $2.75 per book. Two accompanying filmstrips, $13.95 each.

A workbook teaching the signs and conventions associated with superhighways and interstates. There is a general driving review, and a two-part traffic quiz, as well as a brief section on map-reading. The book was written for English-speaking poor readers; the text is fairly difficult for ESL purposes, but the exercises are easily adapted for intermediate ESL students.

Developmental Learning Materials. Where I Am. Niles, IL: DLM, no date. $8.75 per set of 15 workbooks; teacher's guide free with order. (Catalog No. 457).

32-page workbook on reading and drawing maps. Language is fairly difficult, but tasks are simple; ESL students should be able to handle them, on high beginning level and above.

Fletcher, William and Patrick Kelley. Finding a Good Used Car. Hayward, CA: Janus Book Publishers, 1977. $2.85. Teacher's manual free with orders.

Text/workbook written for secondary students with low reading skills, but easily adaptable for high intermediate or advanced ESL students. Aspects of buying used cars are presented in reading passages, and vocabulary is explained and drilled in different kinds of exercises and games. The subject matter is of great interest to refugees, and the vocabulary dealt with is extensive.

Goltry, M. Forms in Your Future. New York: Globe Book Company, 1973. $3.25 per workbook; cassettes, $100.

A book of twenty-four forms encountered in daily life, such as bank forms, job applications, drivers' license application forms, and income tax forms. Each form is presented unsimplified, with a brief introduction and vocabulary exercises. Aimed at junior high and high school students, but the general tone is adult. Can be used as a classroom text for ESL students on the high intermediate or advanced level, or as homework. The cassettes work through the lessons with the student listening on his own.

Gundlach, Patricia Parott and Keenan Colton Kelsey. Using the Phone Book. Hayward, CA: Janus Book Publishers, 1980. $2.85

Text/workbook designed for high school students with poor reading skills. A comprehensive look at the phone book - alphabetical order, abbreviations, information, yellow pages, etc. which may be useful in an advanced ESL class. Each lesson is introduced by a short reading passage which is in very colloquial language. Students may find it difficult, but book is still quite useful as a resource for teachers.

Hudson, Margaret W. and Ann A. Weaver. Getting Ready for Pay Day, Book 1: Checking Accounts. Phoenix, NY: Frank E. Richards Publishing Company, Inc., 1963. $1.95 per book.

Text/workbook on the basics of check writing. Readings are in short sentences, mostly simple present tense; exercises provide step-by-step practice in check writing. Usable as a classroom reader by low intermediate ESL students, or as homework for advanced students.

Hudson, Margaret W. and Ann A. Weaver. Getting Ready for Pay Day, Book 2: Saving Accounts. Phoenix, NY: Frank E. Richards Publishing Company, Inc., 1966. $2.00 per book.

Text/workbook on the basics of savings accounts. The text is interspersed with exercises in comprehension and understanding of procedures of opening savings accounts, deposits, withdrawals, interest and other relevant topics. Suitable as a class reader in low intermediate ESL classes, or as homework for advanced students.

Husak, Glen, Patricia Pahre and Jane Stewart. The Money Series. Sewickley, PA: Hopewell Books, Inc., 1977. $22.00 per complete set; individual prices given below. Teacher's guide, $2.00.

A series, parallel to The Work Series annotated in section 4, designed to teach basic consumer skills to adults with very low reading levels. The text in each book is carefully controlled for concept, with the result that the sentences are short, vocabulary is illustrated with line drawings or photographs, tenses are limited to simple present, past, future and modals. Like The Work Series books, these can be used as in beginning ESL classes, and are particularly suited to refugees in content and tone. Separate titles are listed below.

How to Buy Food. ($3.00). Presents basic information on the four food groups and the necessity of eating properly; discusses budgeting money for food, watching out for waste and spoilage, and choosing less expensive alternatives to meat; explains specials, newspaper coupons and food stamps. Text is in present, past, and future tenses, with modals like can and should used extensively. All vocabulary is amply illustrated.

How to Buy Clothes ($3.00). Information on planning a wardrobe, buying in department stores, discount houses, thrift ships and second-hand stores; discussions of sizes, different kinds of fabric and their care; winter coats, shoes, laundromats, dry-cleaning and mending. The discussion is primarily aimed at women's clothes. Text uses some relative clauses ("I should think about the shoes I need"), some relatively complex sentences with infinitives ("When I shop for clothes, I should check to see if the clothes are a good fit"), but for the most part is restricted to simple sentences.

Buying Furniture for Your Home ($3.00). Discusses furniture for living rooms, dining rooms, bedrooms and kitchens; good buys in used furniture, curtains, rugs and appliances; places to buy used furniture; classified ads; newspaper sales; warranties; ways of saving money on furniture (e.g. using a bed as a couch); the necessity of small items like cleaning equipment; do-it-yourself ideas for carpeting, curtains and bookshelves; redoing old furniture; and ideas for decorating (painting, posters, etc.). Text is mostly photographs and exercises for comprehension, mostly in simple present tense or with modals can and should.

Finding a Place to Live ($2.50). Narrative in past tense about Pam's efforts to find an apartment. Discusses the Y, furnished rooms, one-bedroom apartments, unfurnished apartments, and efficiencies (Pam rents the efficiency). Covers leases, tenant duties, landlord duties, security deposits, and eviction possibility. Some clauses with if and present tenses, e.g. "If there is no damage, the landlord gives the security deposit back to you", and some infinitives, but otherwise the language is very simple.

Where to Get Medical Help ($2.50). Combination of information presented in simple present tense, and narrative in past tense, discussing places to go for medical help (doctor's offices, hospital emergency rooms, different kinds of clinics) and the kinds of fees each requires. Discusses maternity clinics, mental health clinics, university dental clinics, public health services like pre-natal and well-baby clinics, TB control clnics, VD and drug abuse clinics, etc. Sources of financial assistance are mentioned (MEDICARE, MEDICAID, Bureau of Vocational Rehabilitation for handicapped people).

How to Budget Your Money ($2.50). Discussion of places and ways to borrow money, in mostly simple present and past tenses. Borrowing from banks, loan companies and credit unions is discussed, and interest is explained. The use of charge accounts and credit cards is dealt with, along with the pitfalls therein. Good and bad credit risks are described.

Banking ($2.00). Banking services (checking account, savings accounts and loans) are explained, with lots of exercises and examples. Such matters as overdrawing one's account and endorsing checks are discussed, and ancillary services like travelers' checks and safety deposit boxes are described. Text is a bit more complex in language than other books in the series, but there are ample illustrations and examples.

Insurance ($2.00). Different kinds of insurance (liability, collision and comprehensive automobile insurance, homeowners' and tenants' insurance, different health insurance plans, and various types of life insurance) are described in some detail, through narrative in past tense, or straight description in simple present. Lots of pictures and photographs, and illustrative examples.

Buying a House ($2.00). The Jacks family looks for a house, deals with a realtor, gets a mortgage, buys a house and gets insurance, all in simple present tense, and in a fair amount of detail. Lots of pictures and photographs, and examples of different procedures and mortgages.

Ideal. How Do I Fill Out a Form? Oak Lawn, IL: Ideal School Supply Company, no date. $8.95 (Catelog No. ID 2990).

A book of 32 duplicator masters of exact replicas of various forms, e.g. applications for social security number, drivers' license, public assistance, retail credit acount, employment, etc.; forms relevant to personal checking accounts, money orders, bank deposits, and so on.

Institute for Modern Languages. Fundamental Math Workbooks, Books I and II. Silver Spring, MD: Institute for Modern Languages, 1972. Book I, $7.95. Book II, $5.95. Answer Key included.

Basic math text/workbook, written for advanced ESL students. The two texts go through fractions, decimals, equations, graphs, ratios, square and cube roots, and some geometry.

Landy, Meryl L. Let's Go Shopping. Phoenix, NY: Frank E. Richards Publishing Company, Inc., 1975. $1.95 per book.

A series of reading passages, with exercises at the end of each, on specialty shops, chain stores, mail-order houses, drugstores, and department stores. The reading passages include examples of ads, charge plates, order forms, and so on; the exercises focus on vocabulary and comprehension of the passages. The readings are narratives, and will be difficult for the ESL student; the exercises are easier.

Lennox, Art. Banking, Budgeting and Employment. Phoenix, NY: Frank E. Richards Publishing Company, Inc., 1977. $2.25 per book; teacher's key available free.

Workbooks providing exercises in dealing with bank forms like checks and records thereof, deposit and withdrawal slips, credit card applications, and so on. Second part of book deals with employment skills like social social security card application forms, want-ad abbreviations, etc. Both parts provide vocabulary lists, and different kinds of exercises — crossword puzzles, word mazes, and so on — utilizing the vocabulary, as well as examples of the different forms to fill out. Text is kept to a minimum, but a lot of information is packed in; refugees with a lot of English and education will be able to work through the exercises on their own.

Mulvey, Mary, editor. LABEL (Library of Adult Basic Education LAPs), Providence, RI: P.A.R. Inc., 197?. $995.00. Also available by content area:

Community Resources (9 LAPs)	$160.00
Consumer Education I (13 LAPs)	235.00
Consumer Education II (12 LAPs)	225.00
Government and Law (14 LAPs)	250.00
Health (14 LAPs)	250.00
Occupational Knowledge (12 LAPs)	225.00
Instructor's Manual	10.00

LABEL is a set of 74 LAPs (Learning Activity Packages) first developed for Providence Adult Education and now widely used in ABE programs. The program is versatile and may be used in survival and/or prevocational ESL courses. The LAP's range from first-grade to eight-grade reading difficulty, and aim at preparing students to cope with everyday life situations in the U.S. The LAPs are divided into 5 basic content areas (listed above), and utilize the coping skills of Problem Solving, Reading, Writing, Speaking, Listening, Computation, etc. The program is available in both ABE and ESL format, the difference being in the organization of the LAPs. Each LAP is printed on mylar, and is reproduced by the teacher. The Instructor's manual cross-references coping skills and content areas, but is quite intricate and not easy to use.

Nelson, Gayle and Thomas Winters. ESL Operations: Techniques for Learning While Doing. Rowley: Newbury House, 1980. $4.95

This book, aimed at upper beginning and above, combines language with real actions in over 40 situations. In each section, the operations are sequenced according to difficulty; students must comprehend, say and do basic simple operations (such as set an alarm clock, pound a nail, write a check). Useful for teaching comprehension of the basic command verbs (e.g. put, set, fold, raise, take, etc.) that a student would encounter in a employment situation. It also prepares students to give and follow directions.

Richey, Jim. Sign Language: A Survival Vocabulary, Books A, B, C, and D. Hayward, CA: Janus Book Publishers, 1976-77. $8.50 per set (including flashcards); $1.90 each book; $.50 each flashcard.

Set of workbooks, originally intended for teenagers with low reading skills, teaching the vocabulary of signs encountered everyday. Books are graded in difficulty, but exercises will be beyond all but advanced ESL students. The flash cards, on the other hand, are usable as is on any ESL level, including ESL/literacy situations. Typical signs from Book B: No Parking, No Bare Feet, Handle with Care, Cash Only, Adults Only, Watch Your Step, etc.

Richey, Jim. Survival Vocabulary Series. Hayward, CA: Janus Book Publishers, 1980. $2.45 each; flashcards, $1.00 per title; or $23.00 per complete set of 10 books without flashcards, $31.00 per complete set with flashcards.

Series of ten work books (Job Application Language is described in section 4.) presenting vocabulary related to everyday situations, through exercises and activities designed to appeal to the native-speaking poor reader of English. Language of exercises and illustrations is often colloquial -- the average ESL student will have mastered the vocabulary taught long before he can handle the exercises. Books are an excellent source for teachers, however. Separate titles are Entertainment Language, Restaurant Language, Supermarket Language, Job Application Language, Drugstore Language, Clothing Language, Banking, Credit, Medical Language, and Driver's License Language. Each book teaches about 80 new vocabulary items (sample from Drugstore Language: gift set, notions, sundries, skin care, cosmetics, lay-away plan, etc.)

Roderman, Winifred Ho. Getting Around Cities and Towns. Hayward, CA: Janus Book Publishers, 1979. $2.85 per book. Teacher's guide free with order.

Text/workbook providing instruction and exercises in getting around: use of landmarks, compass directions, street, building and room numbers, and the systems thereof (e.g. even numbers on right, odd numbers on left), building directories, block and house numbers, street maps, bus routes, and subway systems. Language is difficult -- at times colloquial; very advanced ESL students -- or refugees with a couple of years of American high school under their belts! -- will be able to handle it. An excellent source of material for teachers.

Roderman, Winifred Ho. Reading Schedules. Hayward, CA: Janus Book Company, 1978. $2.85; teacher's manual free with order.

Text/workbook written from secondary students with low reading skills, but adaptable and useful for ESL students on the high intermediate/advanced level. Presents different schedules -- bus and train schedules, TV logs, time schedules, etc. -- with exercises and activities.

Romijn, Elizabeth and Contee Seely. Live Action English for Foreign Students. San Francisco: Alemany Press, 1979. $3.95

Although not a complete course, this book is a useful supplement to other materials aimed at beginning and intermediate students. One of the first books based on Total Physical Response, it consists of 66 series of commands to be acted out and produced by the students. These commands are based on survival situations (e.g. grocery shopping, using a pay phone) and survival vocabulary (e.g. washing your hands, changing a light bulb) and vary in level of difficulty. Detailed directions for instructors and suggestions for adaptation are included.

Rusthoi, Daniel. Speaking of Numbers: Skillbuilding in English and Arithmetic. Silver Spring, MD: Institute of Modern Languages, Inc., 1980. Worktext 1, $7.95

First and simplest in a series of four (forthcoming), this self-instructional worktext is intended as a supplement for beginning ESL students who also need work in numbers and basic arithmetic. It is graded and employs few structures, all of which are in the present tense. Simple quizzes, exams and crossword puzzles are included in each unit to guide the student in a step-by-step manner through the vocabulary, structures, and technical subject matter of basic arithmetic. A separate answer key for pre-tests and final tests is available.

Sherman, Elaine and Gina DiNapoli. Today, Activity/Reference Books A-1, A-2, B-1, and B-2. Huntington Station, NY: Instructional/Communications Technology, Inc., 1977. $2.75 per book; teacher's guide, $2.50; filmstrip set (one per book), $30.00; worksheet pads, (set of 40 each, for all 4 books), $90.00

Work/texts, presenting a variety of everyday reading tasks. Books A-1 and B-1 present particular tasks, like filling out a social security application form; each task is broken down into steps which the student completes with teacher supervision. The lessons in A-2 and B-2 are correlated with those in A-1 and B-1, and provide self-correcting exercises for the student to do as homework. There is a minimum of text, and questions, definitions of vocabulary and instructions are all given in simple sentences; refugees on the high beginning ESL level and above should be able to manage the work, especially if the filmstrips are used. Tasks include using coupons, reading bills, understanding pay slips, using timetables, and so on. Worksheet pads make it possible to use the printed workbooks over and over again.

Wool, John D. Getting Ready to Drive. Phoenix, NY: Frank E. Richards Publishing Company, Inc., 1967. $2.25 per book.

A text/workbook designed to prepare the non-academic student for his drivers' test. The text is kept to a minimum, and sentences are short; ESL students on an intermediate level should be able to work through the exercises on their own. There are lots of pictures and diagrams, vocabulary exercises and question/answer exercises. The book is aimed at teenagers, but the general tone is adult.

Wool, John D. and Raymond J. Bohm. Useful Arithmetic, Vols, I and II. Phoenix, NY: Frank E. Richards Publishing Company, Inc., 1973. $2.25 per book; teacher's keys, $3.00 each.

Workbooks of word problems involving basic computations. The problems revolve around everyday situations, e.g. buying clothes, comparing prices, cost of stamps, paychecks, and so on, and are set up in such a way that there is a minimum of text and a maximum of lists, example slips, schedules, receipts, etc. Easily adaptable for ESL students on the beginning level, and usable as is on higher levels.

Wool, John D. Using Money Series, Book I: Counting My Money. Phoenix, NY: Frank E. Richards Publishing Company, Inc., 1973. $2.25; teacher's key, $1.00.

Workbook teaching recognition of American coins and providing practice in counting change. Pictures of various combinations are given, and the student figures out the value of the combination. Very little text; usable as is with ESL students on the beginning level, and most valuable in ESL/literacy situations.

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III. Literacy and Alphabet Practice

In this section, we list materials (mostly supplementary) that can be used in ESL/literacy situations, and as alphabet practice for students who are literate in languages which are written in non-Roman alphabets, but who need practice writing the English alphabet.

We define ESL/literacy situations as those in which the refugee students are illiterate in their native language. Theoretically, it's possible to teach these students to speak English, without teaching reading and writing skills; we have never, however, heard of a refugee ESL program for illiterates that wasn't concerned with teaching literacy along with the ESL. We're assuming, then, that if your students are illiterate in their native languages, you are teaching them to read English along with teaching them to speak.

We have not listed literacy materials designed for the student who speaks English. These materials assume that the student can understand what he reads in English, however complex the grammatical structure of what he reads is; they are, therefore, in principle inappropriate in ESL/literacy situations.

Refugees who are literate in Lao, Cambodian or Chinese are in a different position from those who are illiterate in their native langauges, even though both groups are unfamiliar with the English alphabet. The literate Laos, Cambodians and ethnic Chinese know how to read -- they understand that marks on paper represent a sound -- they just need to learn which symbols in English represent which English sounds.

You'll notice that there are only a few sets of teaching materials for ESL/literacy commercially available. Literacy in an ESL situation is comparatively new in ESL circles, and has come to extensive attention only with the arrival of so many illiterate refugees. There simply hasn't been time yet for the development and testing of a wide variety of materials for ESL/literacy.

(Also see Section V.B. for visuals that may be of use in writing practice.)

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Buchanan, Cynthia Dee. Programmed Reading for Adults: A Sullivan Associates Program, Book I. New York: Webster-McGraw-Hill, 1966. Student's book I, $4.80; teacher's guide, $12.56.

The first book in a series which teaches basic literacy skills to English-speaking adults. This first book is a programmed approach, teaching students how to form numbers and capital and lower case printed letters.

Students proceed from frame to frame, following directions from the teachers; students' book has no text in it. This book has been used with great success with refugees in ESL/literacy situations; refugees can move fast through it, and gain a sense of accomplishment. With very little adaptation, the book can be used to teach letters in Vietnamese or Hmong; the teacher merely has to translate the directions in the teachers' manual, skip the frames that teach letters not in Vietnamese or Hmong, and add frames to teach letters or diacritics that don't occur in English.

Delta Systems Company, Inc. Delta Literacy Program. Arlington Heights, IL: Delta Systems, forthcoming February, 1981. Student's workbook, $3.95; teacher's manual, $12.95.

Basic literacy lessons in English for ESL students who are illiterate in their own langauge. The vocabulary and structure of the literacy lessons are based on, and correlated with, the first ten lessons of English as a Second Language: A New Approach for the Twenty-First Century. There will be 2 components: a teacher's manual and a student workbook. Since these materials are new, only time will manifest their usefulness with the adult refugee.

Developmental Learning Materials. Alphabet Cards. Niles, IL: DLM, no date. $6.50 per set. (Catalog No. 109.)

Set of cards, about playing-card size, each with a letter of the alphabet printed on it. Capital and small letters of manuscript, printed and cursive for a total of 152 cards. Can be used in a variety of ways as supplementary materials in ESL/literacy classes.

Developmental Learning Materials. Alphabet Template. Niles, IL: DLM, no date. $4.25 (Catalog No. 295).

A transparent plastic template of block letters. Letters are about an inch high. Template can be used by ESL/literacy student on his own, learning to form letters; or by the teacher in making posters.

Developmental Learning Materials. Color-cued Control Paper. Niles, IL: DLM, no date. $6.00 per box of 500 sheets. (Catalog No. 108)

Lined paper typically found in elementary schools with guidelines for letters of different heights. Useful in handwriting or basic ESL/literacy classes.

Developmental Learning Materials. Number-Hole Template. Niles, IL: DLM, no date. $3.75 (Catalog No. 238).

9" x 2-3/4" transparent plastic template of the numbers, to help literacy students learn to form numbers -- or to help the teacher make signs.

Developmental Learning Materials. Tracing Paper Designs. Miles, IL: DLM, no date. $5.75 per set (Catalog No. 141).

Set of 24 cards over which student puts tracing paper, then traces letters. Cards come in a variety of sizes, and give practice in writing cursive, manuscript and printed letters and numbers.

Haverson, Wayne W. Modulearn ESL/Literacy Program. San Juan Capistrano, CA: Modulearn, Inc.

Student workbook, $3.50
Teacher's kit, $25.95
(includes: pre-reading, $1.00; sight words, $4.95; phonics, $6.95; writing, $4.95, and sight cards, $9.95)
Instructor's Guide, free

Basic literacy lessons in English for ESL students who are illiterate in their own languages. The literacy lessons are based on, and correlate with, lessons 1-10 in MODULEARN's English as a Second Language: A New Approach for the Twenty-First Century. Each lesson contains pre-reading activities, work with sight-word vocabulary, a phonics unit, reading exercises based on the visuals, and writing practice. The lessons were developed for, and field-tested with, illiterate Indochinese refugee students in ESL classes. Although there is a teacher's guide, many teachers have found it difficult to integrate all the parts of a lesson. As a result, the author has written a new simple 3 page set of instructions to go with the materials.

Ideal. Alphabet Desk Cards. Oak Lawn, IL: Ideal School Supply Company, no date. $1.35 per set of 12 cards. (Catalog No. ID2284).

Desk-sized cards on which are printed -- manuscript on one side, cursive on the other -- the small and capital letters and the numbers, for student reference or to take home.

Ideal. Alphabet Practice Cards. Oak Lawn, IL: Ideal School Supply Company, no date. $4.50 per set. (Catalog numbers listed below)

Sets of plastic laminated cards, about 7" x 11", on which are shown the letters of the alphabet. Over the cards are plastic sheets, on which students trace, then write freehand, the letter in question. Sheets can be wiped clean and used over again. Useful as individual work for ESL/literacy students. Manuscript capitals (No. ID6052), Manuscript lower case (No. ID6053), Cursive capitals (No. ID6054), Cursive lower case (No. ID 6055) available.

Ideal. Pencil Grips. Oak Lawn, IL: Ideal School Supply Company, no date. $3.45 per pack of 20 (Catalog No. ID3497)

Soft, triangular grips that fit over the average pen or pencil, making it easier to hold. ESL teachers have found these useful in some ESL/literacy situations.

Markley, Rayner W. Handwriting Workbook. New York: Oxford University Press, 1977. $2.50

A workbook designed especially for ESL students whose native languages are not written in Roman alphabets. Letter shapes of both cursive and printed forms are taught; students do exercises in letter recognition and production. The book assumes literacy in the native alphabet, and is therefore appropriate for Cambodian, Laotian and ethnic Chinese refugees who can write their native languages. The book is, conversely, not appropriate for refugees illiterate in their native langauges, who need more basic training in handwriting.

McCarr, Dorothy. Building Sentences Step by Step. Beaverton, OR: Dormac, 1975. Set 1-6 $6.95 each, $39.95 for all.

Originally designed for primary or learning disabled children, each set is a 13 step program which leads to forming simple sentences through the matching of pictures and manipulation of word/phrase cards. However, the materials may be useful for adults, and integrated into a literacy program. A word of advice, though -- each lesson should be preceded by oral work; and the content and vocabulary can (and should) be easily adapted for survival ESL. However, the step-by-step methodology is excellent and quite applicable to literacy training.

Somers, David J. Learning Functional Words and Phrases for Everyday Living. Books I and II. Phoenix, NY: Frank E. Richards Publishing Company, Inc., 1977. $2.25 each.

A workbook listing common and crucial vocabulary like flammable, hot, fire escape, do not walk, etc. Each word or phrase is printed at the top of a page, then illustrated, then listed again with room for the student to rewrite it (in block letters). Excellent as is for teaching sight-word vocabulary in ESL/literacy classes, or as individual work for literate students on any ESL level.

Wool, John D. and Raymond J. Bohm. Learning About Writing (Cursive). Phoenix, NY: Frank E. Richards Publishing Company, Inc., 1969. $2.25

A workbook introducing the letters one at a time, with diagrams showing the sequence of strokes, and lines for the student to fill in. The small letters are presented first, then practiced in common words; then the capital letters are presented, followed by words and short sentences. Usable as is for Cambodian, Lao, and ethnic Chinese students who need alphabet practice, and as supplementary material in ESL/literacy situations.

Zaner-Bloser. Trace-A-Bet Sets. Columbus, OH: Zaner-Bloser, no date. $6.95 per set. (Catalog No. 420001 — manuscript; 420003 -- cursive)

Plastic laminated cards with the letters of the alphabet for the student to trace, and space for the student to write the letter on his own. The cards are used with grease pencils, and can be erased and used over again. Arrows indicate the sequence of strokes on the model letters. Each set (one for cursive, one for manuscript) includes four cards (containing upper and lower-case letters and numbers), four grease pencils and extra lead. Suitable for Cambodian, Laotian and ethnic Chinese ESL students on any level, who can use them on an individual basis for writing practice; or in ESL/literacy classes.

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IV. Pre-vocational and Employment Skills

The materials in this section come from a variety of sources. We have looked carefully at those not originally intended for ESL students, and have included here only those that in our judgment are useable in ESL contexts with a minimum of adaptation, and are suitable in tone for adult refugees. We have also included some materials which are valuable as teacher resources. You'll notice that a handful of publishers are relatively heavily represented, and others aren't represented at all; we have included only materials that we have seen, and some publishers do not send out examination copies.

The purpose of these materials is generally to provide information on the different aspects of finding a job: job applications, want ads, job interviews, vocational counseling, job development and — to a limited extent — information on particular jobs. Presenting this kind of information in an ESL context, and building the relevant vocabulary into daily ESL drills and activities, has two very decided advantages: it makes the ESL classes more attractive to the refugee in search of a job, and it makes the refugee more attractive to potential employers. Since being ready for employment presupposes and includes a number of survival skills, please see Sections II and V. B. for additional materials.

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Developmental Learning Materials. Building Match-ups. Niles, IL: DLM, no date. $4.25 per set. (Catalog No. 320)

Eight 7½" x 7½" cards depicting places of employment (e.g. clothing store, grocery store, hotel, etc.), with 48 smaller cards depicting people or objects associated with the employment. Good for vocabulary work and job-related discussions, on beginning or intermediate ESL levels.

Development Learning Materials. Career Flip Book. Nile, IL: DLM, no date. $4.75 per book (Catalog No. 425).

Spiral-bound book of jobs. Each page is in three sections: the name of the job; a person engaged in a job-related activity; and tools associated with the job. Students are to match up the job name, activity and tools. Book comes with an answer sheet and instructions. Good in ESL settings for job-related vocabulary, and as an individual project for beginning or intermediate refugees.

Development Learning Materials. Career Identity Cards. Nile, IL: DLM, no date. $3.25 per set. (Catalog No. 368).

30 2-3/4" x 4-1/2" cards, half of them showing someone engaged in a common job-related activity (e.g. a pilot, a garbage man, a florist), the other half showing an object associated with a job (e.g. a plane, a garbage truck, a vase of flowers). Cards are good for vocabulary words on job-related subjects, or can be used in individual matching exercises by beginning or intermediate ESL students.

Dresner, Joanne, Kenneth Beck, Louise Carter, and Claire Morgano. It's Up to You: Language Skills and Strategies for Getting a Job. New York: Longman, 1980. $3.95; cassette $7.95.

Workbook/tape unit, especially written for ESL students on the high intermediate or advanced level, teaching information and strategies useful in getting jobs. Real interviews are presented on the tapes, and workbook exercises include vocabulary work, practice with frequently-asked interview questions, and discussions of cultural concepts.

Fox, James and Howard Woods. Telephone Gambits. Ottawa, Ontario: Public Service Commission of Canada, 1980. $3.30 (available through Canadian Government Publishing Centre).

A short module teaching telephone skills to ESL students. Aimed at the student who already has a basic knowledge of English (i.e. intermediate and above), the book teaches various kinds of calls for both personal and office use. Also included are relevant language functions such as restatement, taking a message, handling complaints, etc. This book would be particularly useful for students entering the business world.

Hudson, Margaret W. and Ann A. Weaver. I Want a Job. Phoenix, NY: Frank E. Richards Publishing Company, Inc., 1964. $1.95

A text/workbook dealing with skills like filling out applications, reading and writing want-ads, etc. Text is kept to a minimum, and -- while not controlled for complexity -- sentence patterns are repeated frequently, making the text more accessible to ESL students. There are lots of sample forms like birth certificates, job applications, health certificates, and so on. High beginners can handle this as a classroom text. Transparencies correlated with the text are available -- about $26.00 per set of 15.

Lusak, Glen, Patricia Pahre and Jane Stewart. The Work Series. Sewickley, PA: Hopewell Books, Inc., 1976. Complete set of 8 books, $17.50; individual prices listed below. Teacher's manual, $2.00.

A series of reader/workbooks, presenting in very simple language the bare facts about getting and keeping a job. The series was intended for handicapped students, but there is no outward indication of this except for an occasional reference to a handicapped person in the texts. The language in each book consists of simple sentences in the present tense or with modals, for the most part; the only complex sentences are clauses with when, and real conditionals; an ESL class that has covered simple present, past and future tenses can handle these readers with very little adaptation.

Vocabulary is illustrated with line drawings or photographs, and is repeated several times in a section. There are comprehension questions (usually fill-in-the-blank) and open-ended conversation questions at strategic points in the readings. These books are of great value as sources of information for the student on his own, or as class readers in beginning ESL classes. The separate titles are listed below.

Work Rules ($3.00 per book). Discusses caring for equipment, wearing uniforms, obeying safety regulations, being punctual, being honest and keeping one's temper. Text is restricted to present tense, modals, and past tense. Discussion is straightforward and non-moralistic in tone.

Payroll Deductions and Company Benefits ($1.75 per book). Explains such paycheck deductions as F.I.C.A., Federal Withholding Tax, pension plans, and insurance. Company plans, e.g. life insurance, disability insurance, pension plans and days off with pay, are also explained. Text is almost entirely in simple present tense.

Where to Get Help ($1.75 per book). Explains social security deductions and benefits, MEDICARE, unemployment insurance and compensation, welfare and food stamps. Text includes present and past tenses and modals. The application form for a social security card, and a card itself, are reproduced in the text.

Taxes ($1.75 per book). Explains federal, state and local taxes, and that they are spent to provide community services. The 1040 and W2 forms are described. Text is in present tense, and relevant parts of various forms are reproduced as is.

Getting to Work ($3.00 per book). Explains that the only acceptable reason for missing work is illness, and that one is expected to show up in spite of difficulties like fatigue or car failure. Continues to explain the necessity of allowing extra time to get to work if the weather is bad, or if traffic is bad or roads are being worked on. Various means of transportation are talked about -- riding to work with a friend, walking, riding a bike, driving one's own car, and taking the bus -- and the advantages and disadvantages of each are discussed. Text is mostly in present tense. Tone is straightforward and non-moralistic.

How to Find a Job ($3.00 per book). Follows the experiences of Mike and Steve through getting work experience, then utilizing various sources (want ads, help from parents and friends, employment services, etc.) in finding a full-time job. Mike does everything right; Steve doesn't. Aimed at high-school students.

How to Act at Work ($3.00 per book). "Rules" for success on the job are discussed, one at a time, with narratives about successful and unsuccessful people. "Rules" range from "I must be clean and neat" through "I should not lose my temper at work" to "If I don't understand the work rules, I should talk to my boss." Text utilizes present and past tenses, and modals; presentation is matter-of-fact with a minimum or moralizing.

Job Training Centers ($3.00 per book). Explains the difference between a high school diploma and a vocational training certificate, describes the different kinds of training to be gotten at a training center (with photographs), and outlines the procedures for applying. Text uses mostly present and past tenses, and modals.

Jew, Wing and Robert Tong. Janus Job Interview Kit. Hayward, CA: Janus Publishers, 1976. $32.5 per kit.

A kit of materials (30 photographs, Job Ticket book, 3 spirit masters, and a teachers' guide) to help teenagers prepare for job interviews, through a series of roleplays. The language throughout the job tickets and on the backs of the photographs is too complex for any but advanced ESL students, but the photographs are very useful in ESL situations, and the information in the kit is good background for the teacher.

Jew, Wing and Carol Tandy. Using the Want Ads. Hayward, CA: Janus Book Publishers, 1977. $2.85; teacher's guide free with orders.

A fairly extensive treatment of want-ads in a work/text format, originally written for secondary students with low reading skills, but adaptable for ESL students on the high intermediate or advanced level. The different kinds of want ads are explained, as well as the classification system newspapers use, the alphabetizing of ads, and the different abbreviations and conventions used in ads for apartments, jobs, and things for sale. There are lots of exercises and activities. Can be used in class, or as homework.

Kahn, Charles, Wing Jew and Robert Tong. My Job Application File. Hayward, CA: Janus Book Publishers, Inc., 1975. $2.25 per book.

An extensive, detailed presentation of the different components of a job application, originally written for secondary students with low reading skills, but adaptable for ESL students on an advanced level. The first part of the book is a text/workbook covering personal histories, work records, key words and abbreviations (there's a nice vocabulary list), health records, necessary papers like birth certificates, paid and unpaid work experience, references, employment services, and letters asking for jobs. The second half of the book consists of nine actual job applications from companies like McDonald's, reproduced as is. The book can be used as a classroom/homework text for advanced students, or as a source for teachers.

Livingstone, Arnold. Janus Job Interview Guide, Rev. Ed. Hayward, CA: Janus Book Publishers, Inc., 1977. $3.25. Teacher's guide available with book.

Text/workbook to prepare teenagers for job interviews. First part is discussion of pointers for successful job interviews, second part is a series of dialogues between a job applicant and an employer; the job applicants do various right and wrong things, and students are asked to judge

their performance. Language is too complex for use in class with all but advanced students, but the book is an excellent source of suggestions and vocabulary for the teacher.

Locketz, Louise. Job Search. St. Paul: Adult Community Education Center, 1979. (#7980025) $3.00. Teachers' guide: $3.00.

A workbook practicing job-finding skills like filling out applications, reading want ads interviewing, etc. Topics are superficially dealt with, but illustrations, etc., are refugee (in particular Hmong) oriented. Some actual job application forms are reproduced in the book. This workbook is one of a series of books for refugees in the St. Paul, MN area.

National Indochinese Clearinghouse. English for Your Job, Pre-vocational Module. Arlington Heights, IL: Delta Systems, forthcoming Feb., 1981. Prices undecided.

Ten lessons, designed to supplement Lessons XX-XL of English As a Second Language: A New Approach for the Twenty-first Century published by the same publishers, but usable with any beginning ESL materials. Lessons incorporate the vocabulary of pre-employment concerns like job applications and interviews into drills and communicative activities, and were originally written with Indochinese refugee concerns in mind.

Piltch, Benjamin. A Step-by-Step Approach to Learning How to Fill Out Application Forms. Phoenix, NY: Frank E. Richards Publishing Company, Inc., 1972. $2.25

Workbook in which the various items on a job application are presented one at a time. First page has student list his name; second has him list his name and address; and so on. There's no text whatever; the book is usable as is with ESL students on any level, as a classroom text.

Richey, Jim. Job Application Language: A Survival Vocabulary. Hayward, CA: Janus Book Publishers, Inc., 1978. $2.45 per book.

The vocabulary found on job applications is presented five at a time in lessons, aimed at poor readers, which use the vocabulary in various exercises and game-like activities. The text and instructions are probably too high-powered for all but advanced ESL students, but the book should be a good source of vocabulary for teachers. The book was designed to precede My Job Application File annotated above, but from an ESL point of view, it is much harder for students than My Job Application File.

V. General ESL Supplementary Materials

This section is divided into seven parts: pronunciation, props and games, vocabulary and idioms, conversation practice, grammar practice, readers, and student references. All the materials listed in this section are not intended to be used alone as course texts, but as supplements, for practice in a particular English skill area. For further information on the skill areas listed in this section, please read the introduction to each part.

V.A. Pronunciation Texts

The materials in this section deal with specific problem that ESL students have with pronunciation, such as the inability to hear the difference between, say, b and v, and the corresponding inability to pronounce the two so that native speakers of English can tell the difference. A pronunciation text will tackle problems like this one at a time, providing the teacher with materials with which to teach students first to distinguish b from v, then to pronounce them. The idea behind pronunciation texts is to teach pronunciation in an organized fashion, rather than correct students' mistakes at random.

The specific problems an ESL student has in pronunciation are almost always traceable to differences between the sound system of English and that of his native language or languages. (This is why it's possible to tell the difference between a French accent and a German accent, and so on.) Commercially available pronunciation texts focus on problems shared by speakers from many language backgrounds (e.g. distinguishing between bat and bad), or on problems determined from looking at English by itself (e.g. the different pronunciations of the plural in cats, dogs, and horses). They can't, for practical reasons, pay particular attention to problems encountered by all speakers of all languages.

You'll find, therefore, that commercially available texts do not focus on the particular and extensive problems faced by the Vietnamese, Lao, and Hmong learners of English. Any text, for example, will teach the contrast between s and z, as in dose and doze; the Vietnamese learner of English, however, confuses s with t or zero, as in dose, dote, and dough, so the work on s and z is likely to confuse him. For this reason, the National Indochinese Clearinghouse has developed lessons on English pronunciation for the major ethnic groups among the refugees (Vietnamese, Hmong, Lao and Cambodian); these lessons are based on the specific problems that each group has in learning English. (Chinese, by the way, has been around in the U.S. for some time; it's one of the languages usually taken into consideration in commercial texts.) We have also, in this section, listed every pronunciation text we know of which deals with the problems of speakers of the refugee languages.

Most pronunciation texts use a transcription system to get around the inconsistencies of the English spelling system. The use of the symbol (ə), for example, in discussing the pronunciation of the vowels in flood, does, done, but, and tough, will hopefully show the student that these vowels are all pronounced the same, despite the spelling system. Any text using a transcription system will explain the symbols used, and the symbols are usually chosen to be as intelligible as possible to non-linguists.

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Campbell, Russell N. English for Vietnamese Speakers, Vol. I, Pronunciation. Arlington, VA: ERIC Document Reproduction Service, 1960. 151 pp. Microfiche copy is $.83; hard copy is $8.69, plus $.84 postage.

This is the first volume of an experimental edition of a project done by the Southeast Asian Regional English Project. It is a series of lessons on every conceivable problem a Vietnamese speaker might have in speaking English. Each of the thirty-two lessons has a teacher's guide for presenting and teaching the lesson, and a student's guide for pronunciation practice. Order (prepayment is necessary) through ERIC Document Reproduction Service; refer to document number ED 112 657.

English Language Services, Inc. Drills and Exercises in English Pronunciation. New York: Collier-Macmillan, 1971. $4.65 per book. Tapes for consonants and vowels, $175; for stress and intonation, part I, $120, part II, $135.

Series of three texts, to be used with students on all levels. The first book deals with consonants and vowels; the second and third with stress and intonation. Introductions to each book include suggestions for teachers.

Graham, Carolyn. Jazz Chants: Rhythms of American English for Students of English as a Second Language. New York: Oxford University Press, 1978. $9.00 per set of text and cassette.

Book and cassette of chants, designed to heighten students' awareness of the intonation patterns of English. Simple dialogues and poems, many of them overtly intended to practice one or another of the structures of English, are recorded with emphasis on the rhythm of the sentences and phrases. The chants are startling and infectious; after an initial period of dismay, refugee adults find them delightful.

Grate. Harriette Gordon. English Pronuinciation Exercises for Japanese Students. New York: Regents, 1974. $6.95. Accompanying cassettes, $125.00.

Although specifically designed for Japanese students, many of the lessons in this book of pronunciation exercises are also applicable to the pronunciation problems of the refugee population. Consonants and vowels are treated separately, and there are also sections on consonant clusters, intonation, and reduced forms. After observing particular pronunciation problems in the classroom, the teacher can select appropriate lessons to be worked on (e.g. consonant clusters, final -s, etc.).

Hecht, Ellen and Gerry Ryan. Survival Pronunciation. San Francisco: Alemany Press, 1979. $4.50; teacher's manual $6.95.

A pronunciation text with an interesting approach, this text is limited by its content, for it focuses only on seven vowel contrasts. However, it is designed to interweave traditional vowel contrasts with a survival theme,

realistically illustrating for the student that pronunciation affects his ability to communicate successfully both as speaker and listener. Minimal pair exercises and auditory discrimination exercises prepare the student for more communicative exercises. The book is illustrated and does not ignore vocabulary and spelling. A five-language glossary (Chinese, Vietnamese, Korean, Spanish, Farsi) is included at the end. The teacher's manual is necessary in order to give cues for the exercises, but is otherwise not very informative. This could be used by an intermediate class with an experienced teacher.

Morley, Joan. Improving Spoken English. Ann Arbor, MI: University of Mighigan Press, 1979. $9.95 -- answer key and teacher's script included.

A pronunciation text/workbook, aimed at intermediate students and above, that treats English stress, intonation, and vowels (no consonants). Practice exercises and dictations are abundant; this may be too academic for the adult refugee, but is a good resource for teachers.

National Indochinese Clearinghouse. Adult Education Series #7, English Pronunciation Exercises for Speakers of Vietnamese, Rev. Ed. Washington, DC: Center for Applied Linguistics, forthcoming, January, 1981. Free of charge.

Pronunciation lessons on the specific problems that Vietnamese speakers have in speaking English, based on a contrastive analysis of English and Vietnamese, and on analysis of errors made byVietnamese learners of English. Lessons are modelled after those in Nilsen and Nilsen's Pronunciation Contrasts in English, and can be used with Vietnamese students of all ages and levels of English.

National Indochinese Clearinghouse. General Information Series #18, Teaching English to Cambodian Students. Washington, DC: Center for Applied Lingusitics, 1978. Free of charge.

A brief description of the Khmer language and alphabet, and the Cambodian education system, followed by lessons on pronunciation problems that Cambodians in particular have in learning English. The lessons roughly follow the format of those in Nilsen and Nilsen's Pronunciation Contrasts in English, and were based on a contrastive analysis of Khmer and English, and on errors made by Cambodians studying English. The lessons include explanatory notes for the teacher, and suggestions for teaching.

National Indochinese Clearinghouse. General Information Series #19, Teaching English to the Lao. Washington, DC: Center for Applied Lingusitics, 1979. Free of charge.

A brief description of the Lao language and alphabet, followed by lessons on pronunciation problems that Lao speakers have in learning English. The lessons are roughly modelled after those in Nilsen and Nilsen's Pronunciation Contrasts in English, and were based on a contrastive analysis of English and Lao, and on an analysis of errors made by Lao students learning English. The lessons contain explanatory notes and suggestions for teaching.

National Indochinese Clearinghouse. General Information Series #21, English Pronunciation Exercises for Hmongs. Washington, DC: Center for Applied Lingusitics, 1979. Free of charge.

Set of lessons on particular pronunciation problems that Hmong speakers have in learning English, with explanatory notes to the teacher and suggestions for teaching the lessons. Particular attention is paid to the interaction between pronunciation and literacy training.

Nilsen, Don and Aileen Pace Nilsen. Pronunciation Contrasts in English. New York: Regents, 1971. $3.95

A book of lessons on particular pronunciation problems, with lists of languages the speakers of which have the problems. Vietnamese is one of the languages listed, but only when Vietnamese speakers share the particular problem with speakers of enough other languages to justify inclusion of the lesson. Chinese is also listed, but which dialect(s) of Chinese it is is not mentioned. Lessons consist of minimal pairs, minimal sentences, and practice sentences; phonetic information and face diagrams are given for the sounds in question. The introduction has suggestions for teaching the lessons.

Rost, Michael A. and Robert K. Stratton. Listening in the Real World. Tempe, AZ: Lingual House, 1978. About $9.95. Accompanying cassettes.

This listening comprehension book focuses on commonly spoken reductions, divided into three parts: presentation, dialogues, and "activation" exercises. The 36 lessons in the first part treat either one category of reduced forms (e.g. going to, want to, "did" in questions, etc.) or contrast two different forms (e.g. aren't vs. weren't; a vs. the; them vs. him). There are listening discrimination exercises for each lesson which, with the accompanying cassettes, students may do on their own.

Terrell, Anne et al. Elementary Oral English for Speakers of Cantonese: Teachers' Guide for Pronunciation Practice. 49 pp. Document No. ED 055 487, available from ERIC Document Reproduction Service, no date. $3.32 plus postage.

A forty-nine page discussion of Cantonese sounds compared with English, and the problems adult Cantonese speakers have with English pronunciation. The discussion centers on the needs of adults headed for employment, and -- although relatively technical -- presents very practical suggestions to the teacher. The paper was developed at the Chinatown-North Beach Community English Language Center in San Francisco sometime in the late sixties.

Vietnamese American Association. English for Today: Supplementary Pronunciation Drills, Book 1 and 2. Arlington, VA: ERIC Document Reproduction Service, 1960. 133 pp. Microfiche copy is $.83; hard copy is $7.35 plus postage.

A series of pronunciation lessons (mostly lists of minimal pairs) to accompany the text English for Today, which was adopted for national use in Vietnam. Book 1 deals with single sounds in English which are problematic for Vietnamese speakers; Book 2 deals with consonant clusters. Order (prepayment is necessary) from ERIC Document Reproduction Service; refer to document number ED 112 656.

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V.B. Props and Games

In this section, we describe a variety of things which can be used by the teacher or tutor to supplement or enhance work out of the course text: visuals from a variety of sources, posters, maps, games, and so on. Any ESL program for refugees should have a library of these kinds of props, from which the teachers can borrow materials as needed.

This is by no means a complete list of all possible materials; it represents, instead, a sampling of the kinds of things -- mostly out of school supply catalogs and teacher supply houses -- that can be used in ESL classes for adults. If you have access to materials used in schools in your area, you should by all means use them. The items we include here were chosen for their appropriateness for use with adults, and their usefulness in ESL, employment, and survival contexts.

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Addison-Wesley. See It -- Say It. Reading, MA: Addison-Wesley Publishing Company, no date. $60.68 per set.

Set of 54 cards, 12" x 18". Each card has a photograph illustrating a verb (e.g. be, hold, get, go, etc.). To left of each photograph are pictures representing the pronouns I, you, he, she, and they; to the right are drawings of appropriate direct objects or objects of prepositions. The cards can be used to elicit sentences with pronoun subjects, the verbs in various tenses, and sensible objects, e.g. I am holding the glass, She is holding the pencil, etc. The cards come in a cloth tote bag. A sampler, with one card and a teachers' guide card, is available for $1.50.

American Guidance Service, Inc. Peabody Language Kit. Circle Pines, MN: American Guidance Service, 1967. 4 sets: Level P -- $45.75; Level I -- $45.00; Level III -- $30.00.

Comprehensive set(s) of simple color picture cards. There are four sets, for mental ages ranging from 3-9½. Useful for teaching ESL pronunciation and vocabulary to adults.

Developmental Learning Materials. Buy and Sell. Niles, IL: DLM, no date. $8.95 per game (Catalog No. 414).

Game involving buying and selling with realistic play money. Students roll a die which tells them "buy" or "sell"; they draw a card which tells them how much to pay or be paid, in simple present tense. Game is suitable and useful for ESL students on all levels, as a group activity involving the teacher, or for small groups of students on their own.

Developmental Learning Materials. Carteles De Trabajadores. Niles, IL: DLM, no date. $3.50 per set (catalog no. 808).

12 color photographs, 12" x 18", depicting adults in different jobs, e.g. a barber, a fireman, a secretary, and a teacher. The people depicted are Spanish-American, hence the Spanish title for the series. The pictures are fairly detailed, and can be used to generate conversation in ESL situations.

Developmental Learning Materials. Clock Puzzles. Niles, IL: DLM, no date. $5.50 per set. (Catalog No. 354).

Twenty-four double-sided, two-part cards. Upper card shows clock face with hands at a particular time; lower part shows same time written out, e.g. 1:16. Only the correlating clock face and written-out time match up, so the cards are self-correcting. Useful on any ESL level, for students on their own.

Developmental Learning Materials. Coin Puzzles. Niles, IL: DLM, no date. $5.75 per set. (Catalog No. 340).

Set of 24 double-sided cards, each in two matching pieces. Upper piece shows a combination of coins, lower piece shows sum of coins in numbers. Only correct uppers and lowers connect, so cards are self-correcting. Useful in ESL situations on any level, for independent or group work.

Developmental Learning Materials. Coins and Bills. Niles, IL: DLM, no date. $4.50 per set. (Catalog No. 322).

$1319.85 worth of realistic play money, in coins (not the new dollar!) and bills up to $100. Useful in any number of ESL situations, on any level.

Developmental Learning Materials. Concept Town. Niles, IL: DLM, no date. $13.95 per game (Catalog No. 562).

Game involving a community scene, printed directions (e.g. "Make a right turn at the traffic light"), and cards showing traffic signs and landmarks like the school or the church. The game was developed for language-disabled children and adults, and is appropriate for ESL students.

Developmental Learning Materials. Consumer Sequential Cards. Niles, IL: DLM, no date. $4.25 per set. (Catalog No. 469)

Thirty 5½" x 6" cards with photographs depicting adults in sequential actions involving a pay phone, a soft-drink machine, a fast-food restaurant,

an ice cream parlor, and a gas station. There are six pictures for each situation. The pictures can be used on their own or in sequence to generate drills or conversation.

Developmental Learning Materials. Desk Charts. Niles, IL: DLM, no date. $8.25 per package of four. (Catalog No. 123)

A 19" x 13" board with slits into which can be placed cards or pictures for display. The board can be propped up in a chalk tray, or against a wall. The four boards can hold a total of eight 8½" x 11" visuals.

Developmental Learning Materials. Functional Signs. Niles, IL: DLM, no date. $8.75 per set. (Catalog No. 190)

Set of 44 signs on heavy cardboard, accurately sized and colored. Signs represented are Telephone, Exit, Danger-Poison, No Admittance, and other everyday signs. Set can be used to teach sight-word vocabulary, or as posters in the ESL classroom.

Developmental Learning Materials. Independent-Living Sequential Cards. Niles, IL: DLM, no date. $4.25 per set. (Catalog No. 470)

Thirty 5½" x 6" cards with photographs showing adults engaged in housekeeping activities like doing the laundry and mopping the floor. There are six cards per activity, showing actions in sequence. The pictures can be used on their own, or in the sequences, to generate drills and conversations, or to illustrate household vocabulary.

Developmental Learning Materials. International Signs and Symbols. Niles, IL: DLM, no date. $5.25 per set. (Catalog No. 448)

Set of 15 7" x 7" signs showing such symbols as no left turn, parking, telephone, and so on.

Developmental Learning Materials. Laminated Teaching Clocks. Niles, IL: DLM, no date. $8.00 per set. (Catalog No. 449)

Two clock faces on laminated cardboard, one with just the numbers from 1 - 12, the other with the minutes marked off (5, 10, ..., 50, 55). Cards have space underneath the clock faces for writing in the time shown; cards are large enough to be seen by an entire class. Set includes the clocks, two sets of plastic hands, two grease pencils, two wiping cloths, and instructions.

Developmental Learning Materials. Noun Puzzles. Niles, IL: DLM, no date. $5.50 per set. (Catalog No. 386)

Playing-card sized pieces, printed on both sides with pictures of ordinary objects; the bottom of each card shows the word for the object. Tops and bottoms are in different pieces; only the correct word will fit with the picture. There are forty-eight different pictures. The puzzles are useful in beginning classes; they are self-correcting, and so can be used by an individual student on his own.

Developmental Learning Materials. Occupation Photographs. Niles, IL: DLM, no date. $4.75 per set. (Catalog No. 415)

Set of 18 8½" x 11" black-and-white photographs of people in nine different jobs, e.g. telephone lineman, mounted policeman, etc. Can be used to generate conversation in ESL settings.

Developmental Learning Materials. Shopping Lists Game, I and II. Niles, IL: DLM, no date. $8.50 each or $17.95 for both. (Catalog Nos. 321, 365)

Games teaching students to count money, make change, choose items to buy, alphabetize, and budget money. Props in the game include shopping lists for items in grocery stores, etc.; pictures of items; and realistic play money. Useful tool for teaching consumer skills and vocabulary, on any ESL level.

Developmental Learning Materials. Storytelling Pictures. Niles, IL: DLM, no date. $7.25 per set. (Catalog No. 224)

Twelve 12" x 18" photographs of people in a variety of activities, e.g. buying a balloon, swinging a bat at a baseball, making a guitar, etc. Photos were intended to stimulate the imagination of children, but can be used in a variety of ESL situations.

Developmental Learning Materials. Storytelling Posters. Niles, IL: DLM, no date. $5.25 per set. (Catalog No. 223)

Twelve posters, 12" x 18", seven in color, five black-and-white photographs of people: a man sitting on a city curb, people on a roller-coaster, two boys on a dirt bike, etc. Originally designed to stimulate story-telling activities in young children, but can be used to generate conversation in ESL situations.

Developmental Learning Materials. Survival Signs. Niles, IL: DLM, no date. $8.75 per set. (Catalog No. 505)

Set of 44 signs encountered in everyday life, life-sized and accurately colored. Examples: No Smoking, Bus Stop, Wet Paint, Lost and Found, Out of Order, Fire Alarm, etc. Signs are on heavy cardboard, and can be used as posters in the classroom or to teach sight-word vocabulary.

Developmental Learning Materials. Verb Puzzles. Niles, IL: DLM, no date. $5.50 per set. (Catalog No. 410)

Playing-card sized pieces, each with a top picturing a common activity like kick, brush, play (a guitar), etc., and a bottom with the appropriate verb written. Only matching tops and bottoms interlock, so the puzzles are self-correcting. There are twenty-four cards, each printed on both sides. Useful in beginning classes; can be used by students on their own.

Developmental Learning Materials. What's Your Change? Drill Cards. Niles, IL: DLM, no date. $2.95 per set (Catalog No. 545)

Set of 21 cards, on which are pictured items for sale. Student is told how much the item costs, and how much he gives; he then figures out his change, and checks his answer on the back of the card. Instructions are in simple present tense. Cards are useful in individual work on any ESL level, or as a class game. Items include a pizza, a puzzle, a book, a T-shirt, etc.

Easy Aids, Inc. English as a Second Language Duplicating Masters, Book 1. Beverly Hill, CA: Easy Aids, Inc., 1977-1978. $7.49

A set of 30 duplication masters which are 30 practice exercises for basic grammar points, spelling, and vocabulary. A useful supplement in a high beginning/intermediate/review class that can be adapted to your own class needs.

Ideal. Happy Hoppy Chalkboards. Oak Lawn, IL: Ideal School Supply Company, no date. $5.60 for a lap-board. (Catalog No. ID3437)

17" x 23" blackboard-finished hardwood, with a hand-hole to make it easy to carry around. Useful in tutoring situations. There are smaller blackboard-finish boards available, but they are too small for ESL purposes.

Ideal. Road Signs of the Times. Oak Lawn, IL: Ideal School Supply Company, no date. $8.50 per set. (Catalog No. ID3991)

Set of 30 12" x 12" cards, picturing 60 common road signs, e.g. the symbols for school crossings, railroad crossings, pedestrians, etc. Cards are printed on both sides, and can be posted on walls or used as flash cards.

Ideal. Survival Signs. Oak Lawn, IL: Ideal School Supply Company, no date. $9.50 per set. (Catalog No. ID6059)

Set of 80 signs, printed on both sides of 11½" x 11½" or 5-3/4" x 11½" cards. Signs show functional words like hot, polluted, walk, etc., and can be used to teach sight word vocabulary, or as posters.

Ideal. Wall Chart. Oak Lawn, IL: Ideal School Supply Company, no date. $10.65. (Catalog No. ID2280)

34" x 28" board to hang on wall, with pockets into which sheets of paper (visuals, magazine cutouts, etc.) can be placed for display. Board folds in middle, so can also be propped on a table.

Iwataki, Sadae et al. Vols III and VIII of English as a Second Language: A New Approach for the Twenty-first Century. San Juan Capistrano, CA: Modulearn, Inc., no date. Vol. III, $14.50 per set; Vol. VIII,, $4.75 per set.

Vol. III of this series (described in section I.B. of this bibliography) consists of 244 pictures on heavy 8½" x 11" paper. Pictures are uncluttered black-and-white line drawings of a variety of objects, actions, and diagrams

useful in any ESL context, e.g. minimal pair pictures for pronunciation work like pan-fan; singular-plural pictures; etc. Vol. VIII consists of similar pictures to be used in teaching pronunciation: minimal pairs and face diagrams.

The Judy Company. Flannel Board. Minneapolis, MN: The Judy Company, no date. $14.95. (Catalog No. J701002)

18" x 24" black flannelboard, with metal edging, hardboard backing, and folding wire easel, which folds in half.

The Judy Company. Talk-About Posters. Minneapolis, MN: The Judy Company, no date. $3.75 per poster. Catalog numbers listed below.

3' x 2' posters, each a detailed, multi-colored drawing of some aspect of everyday life. The posters were designed for use in elementary schools, but are appropriate in tone for adult ESL students, and can be used to generate conversation or drills.

J706007 Making Clothes. Shows a woman trying a dress on a little girl, with two other children looking on. Scene is the woman's sewing room, with machine, dress form, scissors, cloth, etc., in evidence.

J706008 The Doctor. Shows a cutaway view of a clinic, with medical activities (e.g. an eye examination) going on in seven different rooms.

J706009 The Firefighters. Shows firemen putting out a fire, with truck, hydrant, fire alarm box, and three juvenile onlookers in evidence.

J706010 Safety. A schematic view of two city streets, with a variety of people engaged in safe practices, e.g. obeying signs, parking properly, etc.

The Judy Company. United States Map Poster. Minneapolis, MN: The Judy Company, no date. $3.75. (Catalog No. J606300)

3' x 4' poster map of the United States on washable, plastic-coated paper. Clear, uncluttered map, with just names of states and the Great Lakes written in. Useful decoration for any ESL classroom.

Kunz, Linda Ann. Picture Pages. New York: Language Innovations, Inc., 1973. Set of nine ditto masters, $2.50; set of 20 copies per picture, $9.00 or $1.00 per set.

Nine different picture-pages, illustrating everyday situations, e.g. working man's and working woman's routines, or situations eliciting particular structures, e.g. want to/would like to, or past tenses.

Locketz, Louise. Indochinese Occupational Posters. St. Paul: Adult Community Education Center, 1979. $2.00 (for set of 15).

Fifteen 8½" x 11" drawings, on cardboard, of individuals doing work. Occupations pictured are mechanic, police officer, waiter, beautician, carpenter, secretary, painter, factory worker, doctor, gas station attendant, firefighter, baker, teacher, mail carrier and sales clerk.

Mellgren, Lars and Michael Walker. New Horizons in English Picture Show. Reading, MA: Addison-Wesley, no date. $14.91 for both sets.

Set of 24 12" x 16" visuals, designed for use with Books I and II of the New Horizons series (described in section I.A.), but usable in any ESL context. Pictures are colored line drawings of everyday people and things.

National Council of Teachers of English. Picture cue cards for Book I of English for Today. New York: Webster-McGraw-Hill, no date. $28.00 per set.

Twenty large picture cards in color, corresponding to illustrations in Book I of English for Today, described in section I.A., but usable in any ESL context. Pictures are of adults and children in everyday settings.

National Textbook Company. Language Visuals. Skokie, IL: National Textbook Company, no date. $48.00 per set (Code #5111-X).

Set of sixty 11" x 14" flashcards in color, picturing in uncluttered line drawings such everyday things as parts of the body, clothing, holiday scenes, and so on. Teachers' guide accompanies set, and provides suggestions for using the cards.

Oxford University Press. Oxford Picture Dictionary of American English: Wall Charts. New York: Oxford University Press, 1979. $25.00 per set.

A set of 25 16" x 20" full-color vocabulary charts which are enlargements of particular illustrations from the Oxford Picture Dictionary (see annotation in section V.G.). Pictures are on one side and the keyed vocabulary words are listed on the other. The emphasis is on high-frequency vocabulary; these charts are excellent for class use at almost any level.

Wardhaugh, Ronald et al. Display cards for English Around the World. Glenview, IL: Scott, Foresman, and Company, no date. $21.00 per set.

Set of 112 cards, with 224 full-color pictures of objects or activities. Cards are 8" by 6-3/4", and depict all sorts of everyday items like body parts, occupations, clothing, furniture, food, actions like sitting and sleeping, and so on. English Around the World is an ESL series for elementary school, but the picture cards are appropriate and very useful in adult ESL settings. Many of the nouns pictured are shown in both singular and plural, and the action pictures were designed with practice in verb tenses in mind.

Wardhaugh, Ronald et al. Posters for English Around the World, 2nd ed. Glenview, IL: Scott, Foresman, and Company, no date. $24.24 per set.

Set of eight cards, 37" x 29", depicting sixteen scenes, e.g. a picnic, a grocery store, a house with different rooms, a classroom, occupations, animals, etc. English Around the World is an ESL series for elementary school students, but the posters are appropriate for adults.

Wardhaugh, Ronald et al. Posters for Book I of English for a Changing World. Glenview, IL: Scott, Foresman and Company, no date. $17.46 per set.

Spiral-bound set of 20 posters, 19-1/8" x 11-1/4", reproducing the scenes and drawings in the cue book that goes along with Book I. (There's a description of English for a Changing World in section I.A. of this bibliography.) The pictures are line drawings of people and things, geared for ESL uses (e.g. illustrations of mass vs. count nouns, pronouns, etc.).

Zaner-Bloser. Alphabet Perception Strips. Columbus, OH: Zaner-Bloser, no date. $3.95 per set. (Catalog numbers listed below.)

5-3/4" x 20-2/3" strips on which the capital and small letters are shown, color-coded to demonstrate sequence of strokes. These can be used as flash cards, or as wall decorations, in classes for refugees needing help with the English alphabet, or in ESL/Literacy classes. Manuscript (Catalog No. 120001), transition cursive (Catalog No. 120002), and adult cursive (Catalog No. 120003) available.

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V.C. Vocabulary and Idioms

Memorizing vocabulary is a big hurdle for ESL students, especially those -- like the refugees -- whose native languages don't have many words that are cognates (like the Frence developpement) with English words. Idioms, especially, are frustrating; these are expressions which mean something different from the sum of the meanings of the individual words. (The ESL student can, for example, look up bring, and up, but still not know what the two mean in the sentence He brings up that matter all the time.) In fact, idioms (along with irregular verbs!) in English are considered especially difficult in educated refugee circles.

In this section, we list materials mostly for use by students on their own, like workbooks and dictionaries of idioms. These materials present mostly general vocabulary. For class purposes, you will probably want vocabulary that is more relevant to your students' particular goals in learning English. A few sources of vocabulary geared towards survival and employment goals are included here, and others can be found in sections II and IV.

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Auslin, Myra Shulman. Hold Your Horses. Beaverton, OR: Dormac, Inc. 1979. $4.95

This is the follow-up book to Raining Cats and Dogs and contains 50 more common idioms (e.g. put your foot down, on the blink) in the same format.

Auslin, Myra Shulman. Raining Cats and Dogs. Beaverton, OR: Dormac, Inc. 1977. $4.95

An entertainingly illustrated workbook containing fifty common idioms (e.g. pain in the neck, elbow grease). Although aimed at junior high/secondary level, it can answer the adult refugees' call for idoms. Teacher suggestions are included.

Barnard, Helen. Advanced English Vocabulary Workbooks. Rowley, MA: Newbury House, 1971. $6.50 per book; teacher's manual, $2.95.

Series of five workbooks (1, 2A, 2B, 3A, and 3B) which teach the second and third thousand most common non-technical English words used in lectures, seminars, textbooks, newspapers, journals, radio and television. Each workbook unit contains the vocabulary to be learned and a vocabulary-completion test (which the student can correct on his own). Each new word is introduced in context and is repeated a minimum of ten times throughout the units. Series assumes a knowledge of the first 1,000 words, and exercises assume a lot of English; for advanced students only.

Berman, Louis A. and Laurette Kirstein. The Idiom Workbook. Silver Springs, MD: IML, 1979. $6.95

This book of idioms groups verb phrases by the meaning of the particle, each unit focusing on a different particle (e.g. one unit on "into" includes break into, dig into, drive into, run into).

Dixson, Robert J. Essential Idioms in English. New York: Regents, 1971. $3.25

Textbook teaching about five hundred of the more common American English idioms. Exercises are divided into beginning, intermediate, and advanced, but assume a high intermediate control of English on the part of the student. An appendix contains translations of the idioms into Spanish, French and German.

Dormac, Inc. Verbs, Verbs, Verbs. Beaverton, OR: Dormac, Inc., 1977. $29.95. (#601)

A set of 115 8½ x 11 reproducible sheets, each illustrating 8 uses of a single verb, aimed at the hearing impaired and learning disabled in addition to the ESL student. Pictures are black and white drawings which may be slightly childish for an adult. The advantage of this set is that it teaches multiple meanings of high-frequency verbs.

Easy Aids, Inc. Vocabulary Through Pictures. Beverly Hills, CA: Easy Aids, Inc., 1979. $5.59. Transparencies, $8.59.

A set of 20 duplicating masters which are centered around survival vocabulary. Illustrations are clear and all vocabulary is translated into 6 other languages (including Spanish, Vietnamese, Japanese). Suggested contexts for oral practice are included. Reusable transparencies of the lessons are also available.

McCallum, George P. Idiom Drills: For Students of English as a Second Language. New York: Thomas Y. Crowell Company, 1970. $6.50

For advanced students, a series of exercises designed to teach 180 useful everyday idioms. Each unit ends in a reading incorporating the idioms taught in the unit. There are dialogues, substitution drills and homework exercises.

McCarr, Dorothy. Basic Vocabulary Study Cards. Beaverton, OR: Dormac, Inc., no date.

Unit 1	(30 sets)	$39.95
Unit 2	(20 sets)	$29.95

Each set consists of an 8½ x 11 sheet of 12 drawings, 12 picture cards with the word on the reverse side, and 12 word cards for matching and studying. The 12 vocabulary words in each set are semantically related (e.g. animals, items of clothing, tools). Manual of directions is included.

National Textbook Company. The Vocabulary Builder. Stokie, IL: National Textbook Company, no date. $10.00 per set. (Catalog No. 9007-6)

Set of duplicating masters, each picturing sixteen common objects -- fruits and vegetables, family members, clothes, etc. Teachers guide gives suggestions for activities and individual work utilizing the pictures. The masters are intended for foreign language teaching in schools, but pictures are appropriate for adult ESL students.

Reeves, George. Idioms in Action. Rowley, MA: Newbury House, 1975. $5.50

A workbook/text, largely self-correctable, that teaches 150 common American English idioms. High intermediate or advanced students can work through it on their own. The book teaches usage as well as recognition, through a series of pleasant informal dialogues between a Japanese man and a French woman commenting on modern American life. Each dialogue is accompanied by exercises of various types.

Richey, Jim. Sign Language: A Survival Vocabulary, Books A, B, C, and D. Hayward, CA: Janus Book Publishers, 1976-77. $1.90 per book; flashcards, $.50 each; or $8.50 per complete set.

(See annotation in Section II)

Seidl, Jennifer and W. McMordie. English Idioms and How to Use Them, 4th Ed. New York: Oxford University Press, 1978. $5.50

Classic discussion of idioms (rather broadly defined to include some grammatical peculiarities in English), aimed at the very advanced ESL student. Thousands of idioms are classified and defined; there's an index in the back, so the book can be used as a dictionary. Very well-educated refugees with lots of English will love this.

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V.D. Conversation Practice

Conversation and fluency texts are designed to provide teachers and students with something to talk about. They are aimed at the student who already knows some English (often at the student who has studied English in his own country), but who has difficulty coping with normally-spoken American English. They can't be used effectively with beginning students!

If your students have had training in English grammar, and can read and write fairly well but need help in everyday communication, you should probably work on their pronunication with a text from section V.A., and on their conversational English with one of the texts listed below.

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Alexander, L.G. and Roy Kingsbury and John Chapman. Take a Stand -- Discussion Topics for Intermediate Adults. New York: Longman, Inc., 1978. $2.00. Cassette, $5.95.

A discussion book with 30 different topics, each introduced by a short reading, picture, or cartoon sequence. Topics include change, self-improvement, greed, aging, marriage, etc. There are several follow-up exercises for each topic. Suitable for intermediate students and up.

Black, Colin. A Handbook of Free Conversation. New York: Oxford University Press, 1970. $1.95

A guide to planning and conducting free conversation, for advanced students. Seventeen subjects of conversation suitable for adults are introduced in paragraphs, then followed by lists of vocabulary likely to be useful, and questions to generate conversation.

Carver, Tina Kasloff and Sandra Douglas Fotinos. A Conversation Book: English in Everyday Life, Books I and II. Englewood Cliffs, NJ: Prentice-Hall, 1977. $6.95 per book.

Series of lessons for high beginning through intermediate students, designed to generate conversation on topics of use to adults. Lessons include all sorts of activities, many of which are built around illustrations, maps, drawings and diagrams in the text. Sample lesson topics: shopping, employment, directions and maps, health (in Book I); travel and transportation, employment, health, family life and social customs (in Book II).

Dobson, Julia M. and Gerald S. Hawkins. Conversation in English: Professional Careers. New York: American Book Company, 1978. $3.96; teacher's manual included.

Series of lessons for very advanced students, each lesson focussing on a particular career, e.g. journalism, engineering, surgery, architecture, etc. Each lesson consists of a vocabulary list, a long dialogue, activities for comprehension, language use (with a notional-functional focus), conversation, and dictation.

Dobson, Julia M. and Frank Sedwick. Conversation in English: Points of Departure. New York: American Book Company, 1975. $3.80

A widely-used book of lessons for intermediate and advanced students, designed to generate conversation and compositions. Each lesson is built around a detailed drawing of an everyday situation. Vocabulary relevant to the drawing is listed, then comprehension questions, then questions to be used as springboards for conversation. The lesson ends with suggestions for composition topics.

Dubin, Fraida and Myrna Margol. It's Time to Talk: Communication Activities for Learning English as a New Language. Englewood Cliffs, NJ: Prentice-Hall, 1977. $8.95; teacher's manual free with order.

A book of organized activities designed to give the intermediate to advanced ESL student practice in using his English. Activities range from an ESL-ized version of scissors-paper-and-stone, through discussions of favorite ice cream flavors, to discussions of ethical dilemmas and retelling of myths and fairy tales.

Harris, Jim and Ron Hube. On Speaking Terms. New York: Collier-Macmillan Intl., 1975. $2.50

A supplementary conversation book for intermediate and advanced students. The book is topically-oriented and includes sample dialogues, substitution drills based on the dialogues, paraphrase exercises, free composition and discussion.

Heaton, J.B. Practice Through Pictures. New York: Longman, 1975. Student's book, $1.75; teacher's book, $2.25.

Each 2-page lesson has one page of drills cued by 12 pictures. The drills are usually written for more than one structure so that at least one is appropriate for beginning level students and one for more advanced students. Following the drills there is a dialogue which reinforces the vocabulary and structures practiced on the previous page. Useful as a review/supplement or in a tutoring situation.

Kettering, Judith Carl. Developing Communicative Competence: Interaction Activities in English as a Second Language. Pittsburgh, PA: University Center for International Studies, University of Pittsburgh, 1975. $3.95

Twenty-nine communication activities for intermediate ESL students, focussing on interaction and problem-solving, e.g. getting information from native speakers on transportation; deciding on appropriate behavior in social situations, and so on.

Molinsky, Steven J. and Bill Bliss. Side by Side, English Grammar Through Guided Conversations, Book 1. Englewood Cliffs: Prentice-Hall, Inc., 1980. $6.95

Intended for the beginning adult or secondary ESL student, this book may also be used as an effective rapid review of basic English structures. This text aims at helping the student to learn to use the language through practice with meaningful conversational exchanges within carefully structured grammatical frameworks. Each lesson also includes an "On Your Own" activity to encourage breaking away from the text and creating new conversations.

Paulston, Christina B. et al. Developing Communicative Competence: Roleplays in English as a Second Language. Pittsburgh, PA: University Center for International Studies, University of Pittsburgh, 1975. $3.95 per book.

Thirty-two roleplays for intermediate students, involving them in everyday adult situations like making phone calls, reporting an accident, and so on. Each lesson includes a list of useful words and phrases, and ample directions.

O'Neill, Robert et al. American Kernel Lessons: Intermediate. New York: Longman, Inc., 1978. $4.00. Teacher's manual, $3.50.

Designed primarily as a supplementary practice book for intermediate ESL students, this book may be useful as a review/supplementary oral practice book for high-intermediate -- advanced refugee adults. Exercises, especially the ones based on illustrations, are good and can be adapted in various ways for grammar/conversation practice.

Winn-Bell Olsen, Judy. Communication-Starters and Other Activities for the ESL Classroom. San Francisco, CA: The Alemany Press, 1977. $5.50 per book.

A book of suggestions for generating conversation, involving such activities as games adapted for ESL purposes, holiday celebrations, and role playing.

V.E. Grammar Practice

The refugee who has had experience in learning either French or English in Indochina will usually expect to be taught formal grammar in his English class, and is often hard to convince that American ESL teaching methods -- audio-Lingual, Silent Way, SR, Total Physical Response, whatever -- will help him learn English.

The materials in this section will provide refugees who want grammar work with exercises they can do on their own. All the books listed here are designed to supplement ESL classwork: they will not, in themselves, teach the refugee to speak English.

The books listed here are all written expressly for the ESL student, and deal with aspects of English that are different from those dealt with in grammar texts for native speakers.

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Dart, Allan K. ESL Grammar Workbooks I and II: For Intermediate Speakers and Writers of English as a Second Language. Englewood Cliffs, NJ: Prentice-Hall, Inc., 1978. $7.95 per book.

A self-contained and semi-programmed set of lessons in English grammar for intermediate/advanced ESL students. Lesson topics include tenses, auxiliaries, comparison (Book I); more tenses, clauses, and the passive (Book II). The workbooks are aimed at adults; subject matter of exercises, etc., is adult in nature and tone.

Davis, Polly. English Structure in Focus. Rowley, MA: Newbury House, 1977. $9.95. Teacher's manual, $3.95; answer key, $2.95.

A grammar review for intermediate and advanced ESL students. Grammatical points are described, then exercises are given in which the student writes out sentences containing the structures under consideration. The book is constructed so the student can work through it on his own (especially if he is given the answer key). The grammar is high-powered enough to please even the most avid grammar student, and utilizes a sensible mixture of traditional and modern terminology.

Dixson, Robert J. Regents Workbook I, Regents Workbook II, Regents Workbook III. New York: Regents, 1956-69. $2.95 per book. Answer key for I and II, $2.45.

Workbooks (I is intermediate, II and III are advanced) to be used as supplementary material for any ESL class, or for intermediate or advanced students to work through on their own. Each lesson is on a single aspect of English grammar, pronunciation, spelling or punctuation.

English Language Services, Inc. The Key to English Series. New York: Collier-Macmillan, 1964-66. $2.25 per book.

Ten exercise books for advanced students, on specific aspects of English grammar: Prepositions I, Prepositions II, Two-word Verbs, Verbs, Figurative Expressions, Vocabulary, Nouns, Adjectives I, Adjectives II, and Letter Writing. Each book contains grammatical explanation, examples, drills and exercises with answers. Can be used for independent study or in the classroom.

Frank, Marcella. Modern English: Exercises for Non-Native Speakers, Parts I and II. Englewood Cliffs, NJ: Prentice-Hall, 1972. $8.95 per book. Teacher's manual available.

Sequenced set of exercises, correlated with the author's Modern English: A Practical Reference Guide, annotated in section V.G. Part I contains exercises on the parts of speech; Part II deals with complex sentence types, participles, gerunds, infinitives, and so on.

Hayden, Rebecca E. and D.W. Pilgrim and A.Q. Haggard. Mastering American English. Englewood Cliffs, NJ: Prentice-Hall, 1956. $8.95.

An old stand-by: text/workbook that presents all the essentials of English grammar formally, and then supplies written exercises for practice. A refugee with a lot of education and a good knowledge of English may find this book useful for reviewing English grammar on his own.

Pack, Alice C. The Dyad Learning Program. Rowley, MA: Newbury House, 1977. $6.50 - $7.50 per book.

A basic grammar course/review in which two-member student teams teach and test each other. Available books are Prepositions, Pronouns and Determiners, and Verb Choices and Verb Forms. Especially appropriate in situations where students are on different levels of English.

Praninskas, Jean. Rapid Review of English, 2nd ed. Englewood Cliffs, NJ: Prentice-Hall, Inc., 1975. $9.95.

For advanced students who want more difficult practice material, a presentation of the structures of English with a focus on grammar, but including reading and writing exercises. A widely used reference/text that the student can work through on his own.

Wohl, Milton. Preparation for Writing. Rowley, MA: Newbury House, 1978. $7.50 per book.

Grammar review and correction exercises, focussing on errors commonly made by ESL students in their written English. Book contains pre-tests, and appendices on syllabification, spelling, and British-American English differences. Answer key in back.

V.F. Readers

ESL readers differ from readers for native speakers of English. Their contents are selected not only with an eye to vocabulary, but also from a consideration of the complexity of sentence structure from a language teaching point of view. Beginning ESL readers, for example, might be written entirely in the present tense, and contain only simple sentences.

While there is a very rough correlation between reading level and ESL level, (you can assume that something written on the second-grade reading level will be easier for ESL students than something on the eighth-grade reading level), materials written for low-level readers who are native speakers of English aren't automatically suitable for ESL students.

All ESL readers written to date are based on the assumption that the ESL students are literate in their own language, and so none of them teach literacy skills per se. For materials to help refugees who are illiterate in their own languages, see section III of this bibliography.

There is a wide variety of ESL readers available, on all levels of ESL and on all sorts of topics. An extensive bibliography of these is available:

National Indochinese Clearinghouse. Adult Education Series #4, ESL Reading Materials for Adults. Arlington,VA: Center for Applied Linguistics, 1976. Available through ERIC Document Reproduction Service (No. ED 129 062); $1.82, plus $1.04 for postage.

The readers annotated here have been chosen mostly for topic: we have focussed on those that deal with everyday coping skills, life in the United States, or aspects of employment. Other materials that could be used as reading materials — although primarily written to present information, and not to improve reading skills — may be found in Sections II and IV.

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Alesi, Gladys and Dora Pantell. Family Life in the U.S.A., rev. ed. New York: Regents, 1962. $2.75 per book.

A series of short reading lessons which tell the story of an immigrant family in the U.S. The reading passages are graded, and are followed by comprehension, grammar, pronunciation and conversation exercises. Suitable in level and content for advanced classes for adults.

Baygell, Miriam Levitt and Anne Ackerman. All in a Day's Work. New York: Globe Book Company, 1974. About $4.00 per book. Teacher's manual available.

A collection of very short articles about people at work: the mailman, gardener, cashier, telephone operator, and so on. Passages are arranged in order of increasing length — about one short paragraph to a page. Content is adult, but reading level is second-third grade, and therefore adaptable for intermediate ESL classes. Comprehension, word study, and writing exercises are given.

Bodman, Jean and Michael Lanzano. No Hot Water Tonight. New York: Collier-Macmillan International, 1975. $4.95 per book.

A widely used, very popular reader to accompany any beginning ESL class. Structures are controlled, but vocabulary is more extensive than is usual with beginning readers, and heavily urban-oriented. Passages are short, and accompanied by varied exercises in comprehension, grammar and word study; they are built around everyday situations such as renting apartments, buying something on sale, complaining to a landlord, and so on.

Bodman, Jean, and Michael Lanzano. No Cold Water, Either. New York: Collier-Macmillan International, 1980. $4.95

A continuation of No Hot Water Tonight, annotated above: fifteen chapters, each with a reading passage (presented in dialogue form) and various types of comprehension and vocabulary exercises on an advanced intermediate level. Subject matter is geared to the needs and interests of high school students and young adults. The readings center around the occupants of a tenement -- some characters are carried over from No Hot Water Tonight -- but get into relatively heavy topics such as unemployment, murder, dealing with the police, and male-female relationships. More conservative refugees might be uncomfortable dealing with some of the topics in a class situation. Information on various aspects of American culture, e.g. schools, first-naming conventions, and dating behavior, is given in useful detail as adjuncts to the readings in each chapter. There is not much control of structures; while the reading passage/dialogues present relatively simple conversational English, the exercises and cultural explanations will be rough-going for all but advanced students.

Corcoran, Eileen. Meeting Basic Competencies in Reading. Phoenix, NY: Frank E. Richard Publishing Company, Inc., 1977. $2.25 per book. Teacher's key, $1.00.

Workbook presenting examples of everyday reading materials like record club ads, train schedules, maps, directions for using products, and so on. Students answer questions on the examples; one question per lesson is answered on a separate answer sheet, to give practice in objective test-taking. There is no explanatory text; the examples are difficult, and not for students below a high intermediate level. Book is good for homework exercises for advanced students, but probably not as an in-class text.

Corcoran, Eileen. Reading for Survival. Phoenix, NY: Frank E. Richards Publishing Company, Inc., 1978. $2.25 per book. Teacher's key free with order.

A work/study book for practice in reading advertisements, schedules, recipes, forms; also practice in following directions. Each survival reading entry has a series of multiple choice and/or short answer questions for practice in comprehension. This workbook is similar in format and in language level to the above annotation; however, the contents are different.

English Language Services. Readings and Conversations -- About the United States, Its People, Its History, and Its Customs. Culver City, CA: ELS, 1976. Vol. I and II, $3.95 each; cassettes, $85.00 per set.

An introduction to American life for advanced students, in the shape of reading passages or conversations. The passages are in a variety of styles, and the conversations are presented in colloquial language. Vol. I deals with history, geography and government; Vol. II with such topics as sports, food, and art. Passages and conversations are followed by vocabulary drills, writing exercises, and punctuation practice.

Hall, Richard and Don Allen, eds. New Lives in the New World. New York: Collier-Macmillan International, 1975. $2.25 per book.

Original stories by non-native speakers of English, recounting their experiences in the United States. Vocabulary is controlled to 4,000 words, texts are on intermediate and advanced level.

Live, Anna Harris. Yesterday and Today in the U.S.A. Englewood Cliffs, NJ: Prentice-Hall, 1977. $8.95.

Although classified as an intermediate ESL reader, this book should be used only with more advanced refugee adults. The selections are interesting and center around a social history of the U.S. Readings are also sequenced by difficulty; the vocabulary and structures are well-controlled, and are methodically reintroduced in successive selections. Exercises, although useful, will need to be supplemented since they are not extensive.

New Readers' Press. News for You. Syracuse, NY: New Readers' Press, no date. Subscription, $6.00 yearly.

A simplified newspaper published weekly (50 weeks a year) of the week's news in review. Two editions are available: A, which has a 4-5th grade reading level and B, which has a 5-6th grade reading level. This newspaper is used widely in ESL classes. Minimum subscription is 10 weeks at $.12 per copy.

Pimsleur, Paul and Donald Berger. Encounters: A Basic Reader. New York: Harcourt Brace Jovanovich, 1974. $8.95 per book.

A widely used collection of simplified newspaper articles, for intermediate and advanced ESL students. The articles get gradually harder, and new vocabulary is evenly spaced to provide practice in getting meaning from context. Topics are of general adult interest. Each article is followed by vocabulary, grammar and comprehension exercises.

SRA. Multi-Read A: A Multilevel Reading Kit. Chicago, IL: Scienc Research Associates, Inc., 1978. $168.00 per kit. Student record book, $1.65 each.

SRA Reading Laboratory Kits are carefully designed, beautifully packaged programs wherein students read through a series of units at their own pace. SRA Kits have been successfully and enthusiastically used in all kinds of ESL situations; their major value is in intensive programs, as a productive change of pace for students combined with a breather for teachers. This kit

was developed in England and France, and was written specifically for adult ESL students. It is aimed at the high intermediate level, and focusses on funcitonal reading skills for day-to-day living. Each reading unit is accompanied by comprehension and vocabulary exercises. The reading passages and examples are in British English.

SRA. Multi-Read 2: A Multilevel Reading Kit. Chicago, IL: Science Research Associates, Inc., 1971. $204.00 per kit. Student record book, $1.55 each.

See the previous annotation for a general description of SRA kits. Multi-Read 2 is more general in scope than Multi-Read A, involving a variety of stories, articles and so on of general adult interest. It is also aimed at students on a higher level, and is probably beyond the reach of all but the most well-educated refugees.

Zukowsky-Faust, Jean. Easy Reader, Book 1. Tucson, AZ: etc. Press, 1980. $2.50

Designed for the adult ESL student who is also newly literate, the selections in this text are short, double-spaced, and use a very basic vocabulary. Most of the topics are relevant for the adult refugee, e.g. schools, read the label, working together, etc. Useful comprehension exercises are included.

Zukowsky-Faust, Jean and Barbara Sosha, eds. etc.: A Reading Supplement for English Language Learners. Tucson, AZ: etc. Press. Prices given below.

A newspaper containing articles of interest to adults, only back volumes are currently available. Articles are written on different ESL levels, and usually contain exercises for comprehension, or vocabulary and grammar practice. Each issue focuses on a particular topic (Vol. 4, No. 5 was on making money at home). Volumes IV, V, and VI (18 issues to a volume) can be ordered for $.50 each issue or $8.00 per complete volume. Price decreases if more than one issue or volume is ordered.

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V.G. Student References

The materials in this section -- with the exception of the Oxford Picture Dictionary, which has universal appeal -- will be of interest to the high intermediate or advanced ESL student, particularly to the student who has studied grammar in his English classes in his native country.

We have included reference grammars and English-English dictionaries specifically written for non-native speakers. We have not included bilingual dictionaries in the refugee languages; for an annotated bibliography of bilingual dictionaries for the refugees, see the National Indochinese Clearinghouse's General Information Series #9, A Selected Bibliography of Dictionaries and Phrasebooks.

Close, R.A. A Reference Grammar for Students of English. New York: Longman, 1975. $7.50

A reference grammar for the very advanced ESL student, in particular one who is favorably inclined towards British English. Grammar is traditional, and there are example sentences from contemporary British sources. Appendices of spelling rules and punctuation conventions.

Cowie, A.P. and R. Mackin. Oxford Dictionary of Current Idiomatic English: Vol. I: Verbs with Prepositions and Particles. New York: Oxford University Press, 1975. $13.50

A dictionary of idioms, specifically phrases with verbs, like bring up, get along with, get around to, and so on. This is a thorough piece of scholarship which will appeal to educated refugees with lots of English. There are about 10,000 entries, each with grammatical description, meanings, and illustrative examples.

Crowell, Thomas Lee, Jr. Index to Modern English. New York: McGraw-Hill, 1964. $5.00

Alphabetized presentation of all kinds of information about the Enlish language and its use, written in a pleasant, informative style not overlooked with terminology. Sample topics: shapes of handwritten letters, idioms, definitions and examples of grammatical terms like anomalous finite. A very useful reference for the intermediate or advanced refugee student.

Frank, Marcella. Modern English: A Practical Reference Guide. Englewood Cliffs, NJ: Prentice-Hall, 1972. $9.95

A fairly inclusive grammar, with lots of examples and illustrative phrases, for the advanced ESL student. Correlated exercise books available from the same author (see the annotation for Modern English: Exercises for Non-Native Speakers in section V.E.). Appendices of punctuation and spelling rules, and foreign prefixes and roots.

Gage, William W. et al. Tieng Anh Cho Nguoi Viet. (English for Speakers of Vietnamese). Ithaca, NY: Spoken Language Services, Inc., 1975. $10.00

A series of lessons, presenting dialogues in English, plus explanation and translation of these dialogues into Vietnamese. All English is transcribed into phonemic notation, with stress, pitch and juncture marked. This book will be of interest to well-educated refugees who want to learn about English on their own.

Godman, A. and E.M.G. Payne. Longman Dictionary of Scientific Usage. New York: Longman, 1979. $14.95 paperback.

A thesaurus-like presentation of about 9,000 terms from biology, physics and chemistry. Each word's meaning(s) and grammatical characteristics are given, along with examples of use. Lots of illustrations, and an alphabetical index.

Hopper, Vincent F. English Verb Conjugations. Woodbury, NY: Barron's Educational Series, 1975. $4.75.

A list of 123 irregular verbs in English, fully conjugated for tense, mood and number, originally written "to give both native-born and foreign students a solid sense of security in their mastery of the English language." The refugee student who worries about irregular verbs will find this a great comfort.

Hornby, A.S. Oxford Advanced Learner's Dictionary of Current English, 3rd Edition. New York: Oxford University Press, 1974. $10.95.

Universally used and respected English-English dictionary for ESL students. The dictionary contains 50,000 headwords and derivatives, 11,000 idioms, and 50,000 illustrative phrases and sentences. Entries include not only meanings and illustrations of words, but also their grammatical characteristics (a feature not found in dictionaries for native speakers of English). There is a lengthy introduction which explains how to use the dictionary; an extremely practical, useful guide to pronunciation; appendices of such aspects of English as irregular verbs, affixes, and geographical names. The dictionary is a bit formidable at first; students will need help learning to use it. With that help, however, intermediate and above students will find this a permanently valuable reference.

Hornby, A.S. Oxford Student's Dictionary of Current English. New York: Oxford University Press, 1978. $6.50

An English-English dictionary designed for the ESL student, a spin-off from the author's Advanced Learner's Dictionary annotated above. This one is for the less advanced student, and contains about 35,000 words and phrases. Each entry contains grammatical information as well as meanings, and illustrative examples.

Parnwell, E.C. Oxford Picture Dictionary of American English. New York: Oxford University Press, 1978. $3.95 per book.

A delightful picture dictionary for grown-ups that has proved the be very popular with refugees of all ages and levels of English. The pictures are either scenes (e.g. a depiction of a downtown area) with the various elements labelled, or pictures of individual objects (e.g. animals, vegetables). The pictures are line drawings with colors, simple enough to be clear but detailed enough to be explicit. All in all, about 2,000 words are illustrated. There is an index of all the words in back, with a guide to pronunciation. The dictionary is available with just English words; with English and Spanish words; or with English words plus a French index.

Wiener, Solomon. A Handy Book of Commonly Used Idioms. New York: Regents, 1958. $1.95

A pocket-sized reference book of about 1200 idioms, defined and illustrated in sentences. Useful reference for advanced ESL students.

VI. ESL Tests

The tests in this section assess various aspects of the student's ability to speak or understand English; they do not test his educational level, achievement in areas other than English, or his general intelligence.

Conversely, tests designed to measure a native English speaker's reading level, educational level, achievement or general intelligence will not give reliable measures of a non-English speaking refugee's ability in these areas, or even in his ability in English. Tests of these sorts for native speakers of English assume that the test-taker speaks English, which is of course not the case with most of the refugees. It is counter productive - not to mention unfair to the refugee - to give him tests designed for native speakers of English, and then deal with him on the basis of his performance on these tests.

It is widely recognized that testing people's ability in English has its problems, too. Communication -- which is what language teaching is ultimately all about -- is a complex matter, just one aspect of which is the individual's ability in the language. Any ESL test score, then, should be accompanied by a thoughful teacher's judgment as to how the refugee is doing on his job and in the English-speaking community.

Standardized tests like the ones listed in this section, however, are valuable even though they can't test all the aspects of language use. First, they can provide the ESL teacher with an objective measure of the refugees' progress. ESL teachers can't avoid 'getting used' to their students' pronunciation and errors in syntax, and it's difficult not to overestimate student progress on the basis that the students' English is getting easier to understand.

Second, standardized tests provide the student with a concrete indication of his progress. A student can be greatly encouraged by taking a test and discovering that he got a score which is close to, say, the score necessary for admittance to a community college.

Third, standardized test scores -- especially before-and-after scores -- can provide administrators and monitors with an objective criterion for judging the overall effectiveness of an ESL program.

Fourth, testing is something that refugees expect of educational situations. Educated refugees, especially, feel that testing is an integral part of the learning process, and tend to wonder about the validity of an educational program that doesn't include tests on a regular basis.

The tests listed here come with manuals discussing validity of the test, procedures for administering and scoring it, and ways the test can be used: either for placement in appropriate-level class; for diagnosis of the student's particular gaps in English; or as a measure of general achievement over a period of time. (Tests of specific achievement, e.g. whether the student learned last week's lesson, are often part of the package accompanying a course text; for obvious reasons a standardized test can't really measure day-to-day progress.)

Note that while many of the tests require the student to read English as a part of the test-taking, only one of them is a test of reading ability per se. In fact the development of oral tests like the John test or the Ilyin Oral Interview was partially brought about by the recognition that the knowledge of English on the part of the student is different from his ability to read English, and that tests should be developed which don't require the student to read.

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Best, Jeanette and Donna Ilyin. Structure Tests -- English Language (STEL). Rowley,, MA: Newbury House, 1976. $7.50 per packet of 10 each tests and answer sheets. Anwer key, $8.50 per set of two. Additional answer sheets, $4.95 per set of 20.

Thirty-minute tests of English structure, which can be used for placement or as measure of general achievement. There are three sets of tests: Beginning I and II, Intermediate I and II, and Advanced I and II. A packet will consist of ten test booklets and ten answer sheets for forms I and II of a particular level, for a total of twenty test booklets and twenty answer sheets.

Brinson, Thomas C. Orientation in American English Placement Test. Silver Spring, MD: Institute of Modern Languages, no date. $75.00 per packet; test specimen set, $1.00.

Two-part placement test to determine level of ability in English. It was designed to place students in appropriate levels of the Orientation in American English text, but has been found to be a good placement guide whatever text is used. Students are tested orally, through questions and answers; and on comprehension, reading and writing through a written test. Oral test takes about ten to fifteen minutes per student; written test takes about a half hour. Test packet consists of a teachers' guide, test booklet, 30 student test booklets, and 30 rating sheets.

Clausen, Bob et.al. The Ann and Ben Listening Test. Corvallis, OR: ESL Clearinghouse, Oregon Indochinese Refugee Program, 1980. Available for cost of copying and postage.

A new testing instrument designed especially for refugees with little or no education. There are three forms of the test, all using picture cues, and all testing aural comprehension ability. Students are not asked to produce any English. The test is quick and easy to administer, and can be administered to small groups rather than individuals. It has been used to place students in literacy and very beginning classes. This test is available from the ESL Clearinghouse, Dept. of Adult Education at Oregon State University (see list of publishers) for only the cost of copying and postage.

Davidson, David M. Test of Ability to Subordinate. New York: Language Innovations, Inc., 1978. $10.00 per packet. Additional answer sheets, $2.00 per packet.

Test of ESL students' ability to combine sentences, for use as a diagnostic tool. Students are asked to fill blanks in sentences; test takes about half an hour to administer. Packet includes a teachers' manual, thirty test booklets, and sixty answer sheets.

Davis, Alva L. Diagnostic Test for Students of English as a Second Language. New York: McGraw-Hill, 1970. $4.50 per packet of 10 test booklets; $1.95 per packet of 10 answer sheets.

Forty-five minute test of 150 multiple choice items designed to diagnose areas of weakness in ESL students' command of English.

Educational Testing Services. SLEP, Secondary Level English Proficiency Test for Non-native English Speakers. Administered by Educational Testing Services, Princeton, NJ.

SLEP is a test parallel to the TOEFL test annotated below, but designed for high school students. SLEP is given twice yearly at 65 centers in the United States and abroad, and security is carefully controlled, as it is for the SAT's and other formal tests. For information, write SLEP Program Office, Room 122, ETS, Princeton, NJ, 08541.

Education Testing Services. TOEFL, Test of English as a Foreign Language. Administered by Educational Testing Service, Princeton, New Jersey.

This is the famous TOEFL (pronounced toe-full, accent on first syllable) test, which is an entrance requirement for non-native speakers of English entering most American universities. Refugees with lots of education will run up against the TOEFL whenever they look for advanced training. The tests must be given at particular centers, as security is rigidly controlled. For information, write ETS, Box 899, Princeton, NJ, 08540.

Educational Testing Service. Test of Spoken English (TSE). Princeton, NJ: Educational Testing Service.

A high-powered oral English test, from the same people who do the TOEFL. The test has two scheduled administrations in November and March. The test requires examinees to respond orally to a variety of printed and recorded stimuli, and takes about twenty minutes per student. For information, write to TSE Program Office, Room 135, Educational Testing Service, Princeton, NJ, 08541.

English Language Institute, University of Michigan. English Placement Test. Ann Arbor, MI: English Language Institute, University of Michigan, no date. Test packet, $12.00. Specimen set, $4.00.

100-item, multiple-choice test, intended for placement of students in beginning, intermediate, or advanced level classes. Test measures listening comprehension, grammar in conversational contexts, vocabulary and reading comprehension. Takes about 75 minutes to administer. Three different forms are available.

English Language Institute, University of Michigan. Examination in Structure. Ann Arbor, MI: English Language Institute, University of Michigan, no date. Test packet (no manual), $12.00. Specimen set, $3.00.

150-item diagnostic test of knowledge of basic grammatical structures. 65% multiple choice, 35% completion items. Forms B and C available; test takes about an hour. Packet consists of 20 test booklets, 100 answer sheets, and a two-part answer key.

English Language Institute, University of Michigan. Michigan Test of Aural Comprehension. Ann Arbor, MI: English Language Insitute, University of Michigan, no date. Test packet, $15.00. Specimen set, $4.00.

Sixty-item test to measure understanding of spoken English. Three forms available; test takes about an hour to administer. One section requires students to choose pictures to match oral cues; with careful monitoring and supervision, this section can be used to test illiterates. Packet consists of a manual, 20 booklets, 100 answer sheets, and 3 scoring stencils.

English Language Institute, University of Michigan. Michigan Test of English Language Proficiency (MTELP). Ann Arbor, MI: English Language Institute, University of Michigan, no date. Test packet, $12.00. Specimen set, $4.00.

A three-part test of grammar, vocabulary and reading comprehension often required of university entrants. Can be used for placement, or as a general measure of achievement. Several forms are available, so the test can be used in before-and-after situations. One packet consists of one manual, 20 test booklets, 100 answer sheets, and an answer key. Test takes about an hour and a half to administer.

Harris, David P. and Leslie A. Palmer. Comprehensive English Language Test for Speakers of English as a Second Language (CELT). New York: McGraw-Hill, 1971.

Listening test with tapes, $22.00 (20 books, 100 answer sheets)
Structure test kit, $8.50
Vocabulary test kit, $8.50
Replacement test booklets, $8.50 per packet of 20
Answer sheets, $4.25 per packet of 100
Specimen sets for structure and vocabulary, $2.75 each
Specimen set for listening test, $3.50

Test of proficiency, especially appropriate for refugees with lots of education, and intermediate or advanced command of English. Listening test requires students to answer multiple-choice questions on taped passages, and takes about 45 minutes. Structure test has 75 multiple-choice questions, and takes about 45 minutes. Vocabulary test has 75 multiple-choice questions, and requires about 35 minutes for administration. Can be used for placement, and as a general measure of achievement.

Ilyin, Donna. Ilyin Oral Interview. Rowley, MA: Newbury House, 1972. Test book, $13.95. Score sheets, $4.50, and 1 answer key.

Test of students' oral comprehension and production through a series of questions geared to pictures. Questions become progressively harder, and test progressively more complex structures. Given to students individually, the test takes up to a half hour per student. Requires practice on the part of the examiner(s)!

King, Harold V. and Russell N. Campbell. An English Reading Test. Encino, CA: English Language Services, 1956 (9th printing, 1978). Classroom set of 20 tests, $15.00; answer key, $.50.

Half-hour test designed to determine reading ability of ESL students, specifically their readiness to handle college work in English. Can also be used for placement.

Kunz, Linda. The John Test, A Test of Oral Proficiency for ESL Placement. New York: Language Innovations, Inc., 1976. $4.00 per packet.

A quick placement test (named after the character in the test) widely used in refugee ESL programs, and especially appropriate for illiterate or little-educated refugees. Testing takes about five minutes per student. Packet includes twenty score sheets, a ditto master, pictures around which the questions center, and instructions.

Literacy Volunteers of America, Inc. English as a Second Language Oral Assessment (ESLOA). Syracuse, NY: Literacy Volunteers of America, 1978. Test book, $5.00; 50 answer sheets, $1.50.

A completely oral diagnostic test designed for use by tutors to guide them in meeting the survival English needs of the adult learner as quickly as possible; the scores obtained are not for the specific purpose of classifying and grouping. There are four levels in this test the administration of which is discontinued when the student cannot satisfactorialy complete the items within a level. Therefore, the test may take five minutes or twenty-five minutes to administer, and each student must be tested individually. The format and directions of the test are clear, which make it fairly easy to use. Each level is followed by suggestions for teaching and useful techniques which may not always be appropriate or innovative, but which may be useful to the first-time tutor.

VII. References for Teachers

The materials listed in this section are a smattering of the masses of books and articles on the theoretical and practical aspects of ESL. We have tended towards the more practical and down-to-earth, but have tried to represent each of the major approaches to ESL in the country with at least one entry. We have also listed a couple of reference grammars (check also in section V.G) for those who feel compelled to refresh their memories on such matters as verb tenses and relative clauses. And we have listed TESOL, the national ESL organization, and other resources on programs and training, for those who are new to the field, but would like to get more involved.

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Asher, James J. Learning Another Language Through Actions: The Complete Teacher's Guidebook. Los Gatos, CA: Sky Oaks Productions, 1977. (Order through Alemany Press.) $7.95

This book is intended for language teachers of children or adults who want a guideline for using the "total physical response" approach to language learning in their day-to-day classroom instruction. The book is divided into three parts: Part I presents the problems experienced in acquiring a second language, and one possible solution; Part II is a question and answer section, anticipation questions most teachers will ask about this approach; Part III is a lesson-by-lesson plan based on 150 hours of ESL classroom instruction.

Blatchford, Charles H., ed. Directory of Teacher Preparation Programs in TESOL and Bilingual Education, 1978-1980. Washington, DC: TESOL, 1979. $4.50 non-members; $4.00 members.

A list of university programs, etc., where one can get formal training in teaching ESL, and an up-to-date survey of state certification requirements.

Burt, Marina, Heidi Dulay and Mary Finocchiaro, eds. Viewpoints on English as a Second Language. New York: Regents, 1977. $7.95

A collection of articles on topics of interest in ESL professional circles, and an excellent introduction to theoretical issues in ESL. The articles are in three general groups: Instructional Perspectives, Psycholinguistic Insights, and Socio-Political Dimensions.

Center for Applied Linguistics. ERIC/CLL Series. Washington, DC: Center for Applied Linguistics, 1974-1977. Prices listed below with titles.

A series of articles, books and bibliographies in languages and linguistics prepared by the Center for Applied Linguistics for ERIC. They can be ordered from EDRS (ERIC Documents Reproduction Service). Titles relevant to ESL teaching for adult refugees are listed below, with ordering number and price.

1. Preparing and Using Self-Teaching Units for Foreign Language (1974), by Gerald E. Logan. 17 pp., ED 098 808. $1.82 + postage.

12. Error Analysis in the Classroom (1975), by Patricia B. Powell. 24 pp., ED 104 161. $1.82 + postage.

13. Research with Cloze Procedure in Measuring the Proficiency of Non-Native Speakers of English: An Annotated Bibliography (1974), by John W. Oller, Jr. 32 pp., ED 104 154. $3.32

14. Pre-Student Teaching Experiences in Second Language Teacher Education Programs (1975), by Helen L. Jorstad. 22 pp., ED 104 166, $1.82 + postage.

15. Communicative Competence (1975) by Edward D. Allen. 23 pp., ED 104 166, $1.82 + postage.

18. ERIC Materials Relating to Vietnamese and English (1975), by Jennifer DeCamp. 8 pp., ED 102 882. $1.82 + postage.

25. A Selected ERIC Bibliography on Teaching English as a Second Language to the Illiterate (1975), by Grace Joseph et al. 28 pp., ED 105 779. $3.32 + postage.

27. A Selected List of Instructional Materials for English as a Second Language: College Level (1975), by Robert P. Fox. 25 pp., ED 107 158. $1.82 + postage.

36. American Doctoral Dissertations in Foreign Language Education, 1965-74: An Annotated Bibliography (1976), by David Birdsong. 58 pp., ED 125 269. $4.82 + postage.

39. Teaching English to Speakers of Other Languages in the United States, 1975: A Dipstick Paper (1976) by Christina Bratt Paulston. 31 pp., ED 129 071. $3.32 + postage.

40. Testing in English as a Second Language: A Selected, Annotated Bibliography (1976), by Marie Garcia-Zamor and David Birdsong. 32 pp., ED 135 206. $3.32 + postage.

44. A Bibliography of American Doctoral Dissertations in Bilingual Education and English as a Second Language (1977), by Nancy Jakovich. 22 pp., ED 136 584. $1.82 + postage.

45. Graduate Theses and Dissertations in English as a Second Language: 1975-76 (1977), by Stephen Cooper. 29 pp., ED 136 569. $3.32 + postage.

Center for Applied Linguistics. Language in Education: Theory and Practice. Washington, DC: Center for Applied Linguistics, 1977-79. Subscription (minimum 10 titles per year) costs $32.00. Prices of individual titles listed below.

A series of practical guides, state-of-the-art papers, and bibliographies, jointly developed by the ERIC Clearinghouse on Language and Linguistics and the Center for Applied Lingusitics. Titles directly relevant to ESL for adult refugees are listed below.

5. Davidson, David M. Current Approaches to the Teaching of Grammar (1977-78). $2.95

6. Freed, Barbara F. From the Community to the Classroom: Gathering Second Language Speech Samples (1977-78). $2.95

8. Keller, Howard H. New Perspectives on Teaching Vocabulary (1977-78). $2.95

14. Raimes, Ann. Problems and Teaching Strategies in ESL Composition (1978-79). $2.95

17. Bartz, Walter H. Testing Oral Communication in the Foreign Language Classroom (1978-79). $2.95

19. Jarvis, Gilbert A. and Shirley J. Adams. Evaluating a Second Language Program (1978-79). $2.95

20. Cates, G. Truett and Janet K. Swaffar. Reading a Second Language (1978-79). $2.95

22. Crandall, Jo Ann. Adult Vocational ESL (1978-79). $5.95

Dubin, Fraida and Elite Olshtain. Facilitating Language Learning: A Guidebook for the ESL/EFL Teacher. New York: McGraw Hill, 1977. $5.50

A down-to-earth discussion of basic questions having to do with English teaching. The authors are concerned about the teacher as facilitator — one who enables students to learn — rather than the teacher as mere imparter of information. Sections deal with basic questions; students on different levels; the subject matter of language classes; classroom teaching techniques; adaptation of texts; and so on.

English Language Institute, University of Pittsburgh. ESL Teacher Training Videotapes. Pittsburgh, PA: English Language Institute, University of Pittsburgh, 1979. Rental fee per tape: 1-3 days, $20.00; one week, $40.00. Purchase price: $100.00 per 3/4" cassette; $75.00 per ½" reel.

Teacher training videotapes, each consisting of preliminary discussion, a class in action, and a follow-up discussion of the class. Three tapes currently available, on 1) the teaching of structures; 2) the teaching of communication activitiees (Part I: interaction activities); and 3) the teaching of the communication activities (Part II: role-playing).

Finocchiaro, Mary. English as a Second Language: From Theory to Practice. New York: Regents, 1974. $4.95

Practical guide to curriculum planning, lesson planning, adaptation of materials, and language testing. Discusses specific techniques for teaching pronunciation, grammar, reading and writing. Appendix contains useful definitions, and an extensive bibliography.

Finocchiaro, Mary and Michael Bonomo. The Foreign Language Learner: A Guide for Teachers. New York: Regents, 1973. $5.95 paper; $8.95 hardback.

A well-written introduciton to the basics of language teaching. Section headings are Teaching and Learning a Foreign Language; Developing a Curriculum; Teaching the Features of Language; Developing the Communication Skills; Providing Cultural Insights; Planning a Balances Program; Making Effective Use of Materials and Techniques of Instruction; Testing and Evaluation; and Some Do's and Don't's.

Gattegno, Caleb. Teaching Foreign Languages in Schools: The Silent Way. New York: Educational Solutions, Inc., 1963. $4.95

A discussion of how first language learning differs from foreign language learning, and how, in the author's opinion, to best accomplish the latter. Although the details of the method known as the Silent Way will not be known after reading this book, the reader will have a general understanding of it. The appendix is made up of suggestions and testimonials of foreign language teachers who have used the Silent Way in the classroom.

Hornby, A.S. A Guide to Patterns and Usage in English, 2nd Ed. New York: Oxford University Press, 1975. $4.25

Hornby's Guide is very dense, inclusive, and thorough, designed to introduce the advanced ESL student into the intricacies of English grammar. It presents the various sentence patterns with detailed explanations and numerous examples, and gives special attention to the description of verb tenses. There are no exercises. The book was written as a companion reference grammar to the Oxford Advanced Learner's Dictionary annotated in section V.G.

Ilyin, Donna and Thomas Tragardh, eds. Classroom Practices in Adult ESL. Washington, DC: TESOL, 1978. $4.50 non-members; $4.00 members.

A large collection of short articles on teaching strategies and activities in ESL for adult students. Several of the authors have been teaching in programs for the refugees. The articles are grouped under the following sections: Classroom Organization and Management; Evaluation; Materials; General Teaching Practices; Cultural Considerations; Techniques for Specific Skill Areas; and Miscellaneous. The articles are typically informal in style, and convey the impression of idea-swapping among ESL teachers.

Jupp, T.C. and Susan Hodlin. Industrial English. Exeter, NH: Heinemann Education Books Ltd., 1975. $10.95

Background book for teachers and curriculum writers. Includes useful concepts and model of a program in England. The book contains theoretical background as well as extensive sample curriculum using a functional approach.

Leech, Geoffrey and Jan Svartvik. A Communicative Grammar of English. New York: Longman, 1975. $11.00

A reference grammar written for the advanced ESL student, but probably more useful to the teacher who wants a review. The structures of English are described by function, rather than by structure, in the main part of the book. The last section presents an alphabetical list of grammatical structures, e.g. clause, plural, subjunctive, etc., with examples and explanations.

Madsen, Harold S. and J. Donald Bowen. Adaptation in Language Teaching. Rowley, MA: Newbury House, 1978. $7.95

A thorough discussion of adaptation of language teaching materials to the particular needs of one's class and individual students. Special emphasis is placed on dealing with variables like the personality of the teacher, the students' educational situation, and the characteristics of the materials used.

Moskowitz, Gertrude. Caring and Sharing in the Foreign Language Classroom. Rowley, MA: Newbury House, 1978. $11.95

A variety of humanistic techniques for teachers which aim at improving the climate and motivation in ESL classes. Be yourself, accept yourself, discover yourself, and care for others are some of the underlying themes.

National Indochinese Clearinghouse, Center for Applied Lingusitics. Indochinese Refugee Education Guides. Washington, DC: Center for Applied Linguistics, 1976-80. Free.

A series of guides -- this bibliography is one of them -- written to acquaint Americans who are new to ESL teaching with various aspects of teaching English to the Indochinese Refugees. The Guides which deal specifically with ESL teaching are listed below; others are listed in the following section and in section V.A. Availability of these guides is subject to change; please call 800-424-3750 for up-to-date information.

General Information Series

9. "A Selected Bibliography of Dictionaries" (revised)
14. "The Hmong Language: Sounds and Alphabets" (reprint)
15. "The Hmong Language: Sentences and Phrases" (reprint)
18. "Teaching English to Cambodian Students" (reprint)
19. "Teaching English to Speakers of Lao" (reprint)
20. "English Language Testing" (reprint)

Adult Education Series

8. "A Guide to Manpower/Vocational ESL"
9. "Teaching ESL to Illiterate Adults" (forthcoming)

National Indochinese Clearinghouse, Center for Applied Lingistics. Indochinese Refugee Education Guides. Washington, DC: ERIC Document Reproduction Service, 1975-76.

The same series as in the previous annotation, but some of them are only available through EDRS; they are listed below with price and ordering number. All orders must be prepaid.

General Information Series

1. "Hints for Tutors" ED 116486, 8 pp., $1.82 + postage.
5. "Teaching English to Vietnamese: Textbooks" ED116489, 10 pp., $1.82
11. "Teaching English Structures to the Vietnamese" ED125306, 20 pp., $1.82 + postage.

Adult Education Series

1. "Teaching English to Adult Refugees" ED125303, 12 pp., $1.82 + postage.
4. "ESL Reading Materials for Adults" ED129062, 20 pp., $1.82 + postage.
6. "English Lessons for Refugee Adults -- A Guide for Volunteers, Tutors and Teachers" ED129068, 47 pp., $3.32 + postage.

Paulston, Christina B. and Mary Bruder. From Substitution to Substance: A Handbook of Structural Pattern Drills. Rowley, MA: Newbury House, 1976. $8.95

A discussion of different kinds of drills in ESL teaching, and the progression of drills from mechanical to communicative. Provides practical, substantive advice for dealing with students who can repeat and manipulate sentences, but who have problems communicating in English. Includes list of structures taught in most beginning ESL classes, with samples of mechanical, meaningful and communicative drills for each.

Paulston, Christina Bratt and Mary Newton Bruder. Teaching English as a Second Language: Techniques and Procedures. Cambridge, MA: Winthrop Publishers, Inc., 1976. $9.95

A straightforward, practical discussion of ESL techniques and classroom procedures, aimed at teachers and their trainers, and deliberately non-theoretical. There are sections on the teaching of grammar, with descriptions of different kinds of drills and a step-by-step explanation of the presentation of a particular structure; communication activities; pronunciation; listening comprehension; reading, and writing. Discussion centers on the needs of the ESL students headed for academic work, but for the most part is relevant to the teaching of ESL to all students.

Rivers, Wilga and M.S. Temperley. A Practical Guide to the Teaching of English as a Second Language. New York: Oxford University Press, 1978. $8.50

A discussion of ESL teaching vis-à-vis recent developments in psychology and linguistics, with examples and exercises. The practical applications and ramifications of theoretical issues are discussed.

Ruhl, Bev., ed. ESL Teaching Techniques, Vols. I and II. Edmonton, Alberta, Canada: Alberta Vocational Centre, 1978-79. Books, Vol. I, $6.95, Vol II, $5.95 (Canadian dollars); $3.00 handling charge for 1-5 copies, for orders outside Canada.

A collection of activities for the ESL classroom, written up in one-page descriptions by the ESL teachers in the program at Alberta Vocational Centre. Vol. I has eighty-two TT's (teaching techniques); Vol. II has forty-seven TT;s, plus descriptions of 14 films with suggestions for ESL use. The TT's are indexed according to theme, and also grammatical structure.

Stevick, Earl W. Teaching Languages: A Way and Ways. Rowley, MA: Newbury House, 1980. $11.95

A good background book for teachers interested in methodology. The author (of the foreign Service Institute) gives his own experienced view of language learning and teaching, and then relates these views to three widely-discussed methods: the Silent Way, Counseling-Learning, and Suggestopedia. Discussions throughout the book are always illustrated by the author's and other teachers' personal experiences.

TESOL. Teachers of English to Speakers of Other Languages.

This is the professional organization to which ESL teachers belong. They have a series of publications, branch chapters, and an annual meeting every spring. For information on joining, write TESOL, 202 D.C. Transit Building, Washington, DC, 20036.

TESOL. Guidelines for the Certification and Preparation of Teachers of English to Speakers of Other Languages in the United States. Washington, DC: TESOL, 1976. Single copies free.

An eight-page pamphlet discussing teacher training in ESL in the United States. Multiple copies cost $.10 each.

VIII. Information on the Languages and Cultures of the Refugees

In this section, we have listed representative works in English on the languages and cultures of Vietnam, Laos and Cambodia, having in mind those who want a little background information, and also those who are interested in jumping-off sources for more extensive reading and research. Many of the materials listed are out of print, but a public library of any size ought to have them.

The National Geographic articles are worth a couple of hours at the library. Read through in chronological order, they give a vivid picture of Indochina before the war, and of the changes that took place as the war progressed. Single issues are available from the National Geographic Society.

We have listed only one article on the refugee camps — the Shaplen article from The New Yorker — because it is lengthy and detailed enough to be worth a trip to the library. Shorter articles on the camps, and on refugee resettlement here, are appearing all the time, and can be located in the Readers' Guide to Periodical Literature.

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Ambercrombie, T.J. "Cambodia: Indochina's 'Neutral Corner'." National Geographic. Vol. 127, No. 4 (Oct., 1964), pp. 514-551.

Picture-essay on life in Phnom Penh, and in the rural areas of Cambodia. Different aspects of Cambodian life are touched on briefly, e.g. descriptions of Angkor Wat, rice farming, marriage and funeral services, a rubber plantation, etc. Cambodia's precarious position as a neutral country is discussed, and official and unofficial attitudes towards Americans are described.

Buttinger, Joseph. A Dragon Defiant. New York: Praeger Publishing Company, 1972. Out of print.

A short history of Vietnam for the general reader. The book contains a wealth of information on the land, the people and their history.

Department of the Army. Area Handbooks. Washington, DC: U.S. Government Printing Office.

These are extensive descriptions of the countries involved, written by the staff of the American University Foreign Area Studies Division; they were written to provide Army personnel with background information, non-technical but detailed, on the history, geography, people and economics of the countries in Southeast Asia. The separate handbooks, with their ordering numbers and prices, are listed below:

Area Handbook for South Vietnam (1967, reprinted 1975), No. 008-020-00333-6; $8.75.

Area Handbook for Cambodia (1968, reprinted 1972), No. 008-020-00445-6; $6.50.

Area Handbook for Laos (1972, reprinted 1979), No. 008-020-0046-7; $9.00.

Ehrmann, Madeline E. Contemporary Cambodian: Grammatical Sketch. Washington, DC: Foreign Service Institute, Department of State, 1972. Available from EDRS (ERIC Document Reproduction Service) as ERIC Document No. ED 066 094; $7.82 + postage.

Ehrmann, Madeline E. Contemporary Cambodian: Grammatical Sketch. Washington, D.C.: Foreign Service Institute, Department of State, 1972. Available from EDRS (ERIC Document Reproduction Service) as ERIC Document No. ED 066 094; $7.82 + postage.

Ellis, William. "Hong Kong's Refugee Dilemma." National Geographic, November 1979, pp. 709-732.

An article on the "boat people", in particular those escaping from North Vietnam to Hong Kong. There's an excellent map showing various escape routes and numbers; pictures of usual National Geographic quality; and a fairly detailed discussion of the refugee situation in Hong Kong.

Garrett, W.E. "No Place to Run: The Hmong of Laos." National Geographic, Vol. 145, No. 1 (January, 1974), pp. 78-111.

An article on Hmong culture, with photographs and maps, which among other things contrasts traditional village life with conditions imposed by the war. The maps are especially helpful.

Lebar, Frank and Adrienne Suddar. Laos: Its People, Its Society, Its Culture. New Haven, CT: Human Relations Area File Press, 1960.

A useful general introduction to the cultures of Laos. It includes sections on history, religion, politics, daily life, education, and so on, all carefully researched and thoughtfully discussed.

McAllister, John and Paul Mus. The Vietnamese and Their Revolution. New York: Harper and Row, 1970. Out of print.

The Vietnamese approach to political and social revolution, seen against the background of the Vietnamese social system. A thoughtful work that can help the reader acquire the perspectives with which to understand the events in Vietnam in recent years.

Montero, Darrel. Vietnamese Americans: Patterns of Resettlement and Socioeconomic Adaptation in the United States. Boulder, CO: Westview Press, 1979.

A presentation of information from surveys of the Vietnamese refugees conducted by HEW from July, 1975 to August, 1977. The book is mostly tables of statistics on amount of education, employment patterns, salary and wage levels, etc., with chapters on events leading to the initial refugee exodus from Vietnam, the original camps in the U.S. and prospects for assimilation.

Moore, W.R. and M.O. Williams. "Portrait of Indochina." National Geographic, Vol. 99 (April, 1951), pp. 461-490.

A presentation of the paintings of Jean Despujols, a French painter who travelled extensively in Indochina before the Second World War. He seems to have specialized in exquisitely pretty portraits of minority women. The pictures are accomplished by description of the peoples Despujols painted.

Murray, Douglas P. "Chinese Education in South-East Asia." The China Quarterly, Vol. XX (October-December, 1964), pp. 67-95.

A description of the development of education in the Chinese communities in the countries of Southeast Asia, with statistics and some bibliography. These are the educational systems out of which many of the ethnic Chinese refugees come, and the article gives some useful background information and insight.

National Geographic Society. "Southeast Asia." National Geographic, Vol. 142, No. 3 (March, 1971), pp. 296-364.

A big double article on Southeast Asia, with a very useful, informative accompanying map. Part I, "Mosaic of Cultures" by Peter T. White, gives the history of migrations into the area from China and India, and the formation of kingdoms among these migrating peoples and those already inhabiting the area; and shows how various wars have shaped the countries that exist today. Discusses village life, and the effect the war had on it. Part II, "New Light on an Forgotten Past," by W. G. Solheim, II, is a detailed description of archeological expeditions in the area, and a suggestion that Southeast Asia might have been the "craddle of civilization" rather than the Middle East, and that Southeast Asia might have influenced the development of China and India rather that vice-versa. Suggestions are supported by domesticated plant life and cast bronze words found in the area which date before those found in the Middle East. This article is worth buying for the map alone.

National Indochinese Clearinghouse, Center for Applied Linguistics. Indochinese Refugee Education Guides. Washington, DC: Center for Applied Linguistics, 1975-80. Free of charge.

Guides providing information on the languages and cultures of the refugees are listed below. They are all from the General Information Series.

13. "Perspectives on a Cross-cultural Problem — Getting to Know the Vietnamese" (1976). A discussion of Vietnamese cultural traits and how they color Vietnamese responses to American life, and a bibliography of references on Vietnamese culture.

14. "The Hmong Language: Sounds and Alphabets" (1978). An informal presentation of background information on Hmong origins, language and names, followed by an occasionally unavoidably technical description of the sounds and tones of the language, and a discussion of the alphabet and education situation for the Hmongs in Laos.

15. "The Hmong Language: Sentences, Phrases and Words" (1978). A brief sketch of the grammar of Hmong, followed by information of the sort that can be found in dictionary appendices: clan names, common boys' and girls' names, units of measurement, kinship terms, and so on.

16. "Glimpses of Hmong Culture and Recent History of Laos" (1978). An article on traditional Hmong culture by G. L. Barney, a missionary who spent several years among the Hmongs, and a brief history of the Hmongs on Laos and in the refugee camps by Yang See Kourmarn, a Hmong refugee.

18. "Teaching Engish to Cambodian Students" (1978). Includes a brief, informal description of the Khmer language and alphabet.

19. "Teaching Engish to the Lao" (1979). Includes a brief, informal description of the Lao language and alphabet.

22. "Background Information on the Ethnic Chinese" (forthcoming).

National Indochinese Clearinghouse, Center for Applied Linguistics. Indochinese Refugee Education Guides. Washington, DC: EDRS, 1975-78.

The Guides on Indochinese cultures and languages which have to be ordered through EDRS are listed below, with ordering number and price. Orders must be prepaid.

Elementary Education Series #3. "Vietnamese History, Literature and Folklore" (1976). ED 116 484; $1.82 + postage. An annotated bibliography of materials in English on Vietnamese history, literature and folklore, suitable for elementary students.

Intermediate/Secondary Education Series #1. "Vietnamese History, Literature and Folklore" (1976). ED 116 480; $1.82 + postage. An annotated bibliography of materials on Vietnam in English, suitable for upper elementary, junior high and high school students.

General Information Series #3. "Education in Vietnam: Fundamental Principles and Curricula" (1976). ED 116 488; $1.82 + postage.

General Information Series #6: "A Brief Look at the Vietnamese Language: Sounds and Spellings" (1975). ED 125 305; $1.82 + postage. An informal description of the sound and spelling systems of Vietnamese, with examples of handwriting.

General Information Series #11. "Teaching English Structures to the Vietnamese" (1976). ED 125 306; $1.82 + postage. An informal grammatical description of simple sentences in Vietnamese.

General Information Series #17. "An Annotated Bibliography of Materials on the Hmongs of Laos" (1978). ED 159 902; $3.32 + postage. An annotated bibliography -- mostly of sources unavailable in the U.S. -- of books and articles on the language and culture of the Hmongs.

Perazic, Elizabeth, "Little Laos, Next Door to Red China." National Geographic, Vol. 117 (Jan., 1960), pp. 45-69.

An introduction to the country, with more domestic detail than National Geographic articles usually have. The author describes her daily small adventures settling in to life in Laos, and records her impressions of the different cultures (there are charming pictures of minority people -- including one of three Khas looking puzzled as Dr. Tom Dooley plays on an upright piano for them). The article was written and photographed before the war had taken extensive hold, and forms a real contrast to the White August 1961 article annotated below.

Ponchaud, Francois. Cambodia: Year Zero. New York: Holt, Rhinehart and Winston, 1978. $8.95

A description of the Pol Pot regime in Democratic Kampuchea, based on accounts from hundreds of Cambodian refugees, and on official documents and Radio Phnom Penh. Ponchaud, who spent ten years in Cambodia, and speaks and reads Khmer, discusses events leading up to the takeover, then decribes the mass exodus of the people from the cities, and the policy of execution rather than re-education.

Roffe, G. Edward. Spoken Lao, Books One and Two. Washington, DC: American Council of Learned Societies, 1956. Out of print.

A text teaching English-speakers to speak Lao. It was being distributed for a while by Spoken Language Services, but is now unavailable, except in libraries. There's an excellent, clear description of the Lao alphabet at the beginning of Book Two.

Sebeok, Thomas A. Current Trends in Linguistics, Vol. II: Linguistics in East Asia. The Hague, Netherlands: Mouton, 1967. (Check your university library).

A collection of survey articles, with lots of bibliography. Articles relevant to refugee languages are:

(China) "Dialectology," by Soren Egerod. A thorough description of the Chinese dialect situation, including Cantonese, Hoddien, Hakka, Hailam and Tiechu, the dialects spoken by the ethnic Chinese refugees.

"Thialand and Laos," by William J. Gedney. A survey of the linguistic work -- both by westerners and natives -- done on Thai and Lao.

"Vietnam," by Laurence C. Thompson and David D. Thomas. A thoroughly footnoted article on the state of linguistic work in Vietnam, and the linguistics involved (some of the Vietnamese linguists are refugees now in the U.S.)

"Linguistics in Cambodia and on Cambodian," by Judith M. Jacob. Survey of work done on the phonology, script, grammar and lexicography of Khmer, and historical and comparative work.

Shaplen, Robert. "A Reporter at Large: Survivors." The New Yorker, September 5, 1977, pp. 33-66.

An article on the refuge camps in Thailand, a bit dated now but extensive and detailed. Shaplen first discusses the differences between the dispersal of the original refugees in May, 1975, and the later refugee movement, both by sea -- the boat cases -- and the overland movement into Thailand. He then discusses the activities of the United Nations High Commissioner for Refugees, in finding permanent homes for the refugees; he goes into the problems, and outlines the circumstances under which refugees were being allowed into the United States at the time. Shaplen visited seven of the fourteen camps in Thailand; the bulk of the article is a description of the conditions he found in the camps, and a retelling of stories told him by refugees there: accounts of circumstances under communist regimes, and escape stories. He ends the article with a discussion of the Indochinese refugee problem in the context of the humanitarian challenge presented by all refugee groups, whatever the politics involved.

Sochurek, Howard. "Vietnam's Montagnards." National Geographic, Vol. 133, No. 4 (April, 1968), pp. 443-487.

Picture essay on the minorities in Vietnam, (many of whom are culturally and linguistically related to the Cambodians). The Jeh, Mnong, and Jarai people and villages are described, with discussions of religious belief, daily life, and customs. The caught-in-the-middle aspects of the minorities' position with regard to the Americans, North Vietnamese and South Vietnamese are discussed, as well as American efforts on the Montagnards' behalf.

Steinberg, David, et al. Cambodia: Its People, Its Society, Its Culture. New Haven, CT: Human Relations Area File Press, 1959. Out of print.

A carefully researched and written discussion of Cambodia and its people, focussing on the problems the country faced during the 1950's.

Sully, François, ed. We, the Vietnamese: Voices from Vietnam. New York: Praeger Publishing Company, 1971. Out of print.

A collection of writings by a selected group of writers on Vietnam -- many of them Vietnamese. The book contains basic information on the land, its people and their belief, customs and values.

Thompson, Laurence C. A Vietnamese Grammar. Seattle, WA: University of Washington Press, 1965. Out of print.

A description of the phonology, morphology and syntax of Vietnamese, with discussions of dialect variation and the alphabet.

Trillin, Calvin. "U.S. Journal: Fairfield, Iowa; Resettling the Yangs." The New Yorker, March 24, 1980, pp. 83-100.

A thoughtful account of the events leading up to, and following, the attempt at mass suicide on the part of a refugee family. Trillin discusses the relationships between the Hmong and Lao refugees resettled in the area, the different churches involved, and cross-cultural communication in an extensive analysis of the subtler problems of resettlement.

White, Peter T. "Behind the Headlines in Vietnam." National Geographic, Vol. 131 (February, 1967), pp. 149-189.

A description of Hue, which at the time was relatively untouched by the war: the architecture, daily life, religion, and so on. DaNang, with its American military base, is described in contrast.

White, Peter T. "Report on Laos." National Geographic, Vol. 120 (August 1961), pp. 241-275.

A picture of Laos at war, contrasting with the picture given in the Perazic article (January, 1960) annotated above. White describes the American philanthropic effort, the different cultures of Laos, and the effects of "modernization" -- both American and Pathet Lao -- on the daily life and values of the people of Laos.

White, Peter T. "Saigon: Eye of the Storm." National Geographic, Vol. 127 (June, 1965), pp. 834-872.

A description of Saigon, and how its daily life was being affected by the war. President Johnson had just ordered the Americans evacuated from Saigon, and the article describes in detail the philanthropic work the Americans had been doing, and how the work would be affected by the evacuation.

White, Peter T. "The Mekong, River of Terror and Hope." National Geographic, Vol. 34 (December 1968), pp. 737-787.

Picture essay on the Mekong, starting from the Burma-Thailand-Laos border, and following it down to the Delta in Vietnam. White discusses the four-nation Mekong Project, how it was helping the various peoples involved, and the problems -- cultural and ecological -- encountered in implementing the project.

IX. Ordering Suggestions and List of Publishers

One of the most frustrating aspects of teaching a class, or tutoring a refugee, is waiting for the textbooks you ordered to arrive, especially if your order is small and the publishing company is big.

If you are associated with a school of some sort, your school might have a representative of the publishing company from whom you want to order something; an order placed personally with this representative seems, on the average, to be filled earlier.

You can also place an order through your local bookstore for any of the commercially published materials listed here. Your local bookstore will also be able to tell you if a particular publisher has a regional office.

As a last resort -- sometimes the fastest, if the publishing company is small -- you can place an order directly with the publisher. You should probably call the publisher before placing the order to verify the exact price and make sure the book is in stock; however, do not expect to place your order over the phone. Most publishers require orders to be prepaid and in writing unless the order is large and being charged to your school. You will save time when calling by asking the first person who answers for "Customer Service"; the people in Customer Service will be able to give you all necessary information on ordering, prices, and so on, but they won't be able to tell you anything about the contents of the book.

The addresses and phone numbers of all the publishers listed in this bibliography are given below.

***

Addison-Wesley Publishing Co.
South Street
Reading, MA 01867
617-944-3700

Adult Community Education Center
1619 Dayton Avenue
St. Paul, MN 55104
612-646-7456

Alberta Vocational Center
10215 - 108 Street
Edmonton, Alberta, Canada T5F 1L6

The Alemany Press
P.O. Box 5265
San Francisco, CA 94101
415-661-1515

American Book Company
Litton Educational Publishing, Inc.
Litton Industries
450 W. 33rd Street
New York, NY 10001
212-594-8660
800-354-9815

American Guidance Service, Inc.
Publishers' Building
Circle Pines, MN 55014
612-786-4343

Barron's Educational Series, Inc.
113 Crossways Park Drive
Woodbury, NY 11797
516-921-8750

Canadian Government Publishing Centre
Supply and Services Canada
Hull, Quebec K1A 0S9
613-994-3475

Center for Applied Linguistics
3520 Prospect Street, N.W.
Washington, DC 20007
202-298-9292
800-424-3750

Collier-Macmillan International, Inc.
866 Third Avenue
New York, NY 10022
212-935-2000

Delta Systems Company, Inc.
215 N. Arlington Heights Road
Arlington Heights, IL 60004
800-323-8270

Developmental Learning Materials
7440 Natchez Avenue
Niles, ILL. 60648
312-647-7800

Dormac, Inc.
Box 752
Beaverton, OR 97095
503-641-3128

Easy Aids, Inc.
256 S. Robertson Blvd.
Beverly Hills, CA 90211

Educational Solutions, Inc.
80 Fifth Avenue
New York, N.Y. 10011
212-924-1744

Educational Testing Services
Box 899
Princeton, NJ 08540
609-921-9000

E.S.L. Clearinghouse
Dept. of Adult Education
Oregon State University
Corvallis, OR 97331
503-754-3648

ELI Publications Department
English Language Institute
2001 N. U.
University of Michigan
Ann Arbor, MI 48109
313-764-2413

English Language Institute
University of Pittsburgh
Pittsburgh, PA 15260
412-624-4141

English Language Services
5761 Buckingham Park
Culver City, CA 90230
213-990-7776

ERIC Document Reproduction Service
Computer Microfilm Corporation
P. O. Box 190
Arlington, VA 22210
703-841-1212

Etc. Press
234 E. Limberlost
Tucson, AZ 85705
602-887-9027

Frank E. Richards Publishing Co., Inc.
P. O. Box 66
Phoenix, NY 13135
315-695-7261

Globe Book Company
175 Fifth Avenue
New York, NY 10010
212-741-0505

Harcourt Brace Jovanovich, Inc.
757 Third Avenue
New York, NY 10017
212-888-4444

Harper and Row Publishers
Keystone Industrial Park
Scranton, PA 18512
717-343-4761

Heinemann Educational Books, Inc.
4 Front Street
Exeter, NH 03833
603-778-0534

Holt, Rinehart and Winston
383 Madison Avenue
New York, NY 10017
212-688-9100

Hopewell Books, Inc.
1670 Sturbridge Drive
R.D. #1
Sewickley, PA 15143
412-366-3287

Human Relations Area Files Press
P. O. Box 2015
Yale Station
New Haven, CT 06520
203-777-2334

Ideal School Supply Company
11000 South Lavergne Avenue
Oak Lawn, IL 60453
312-425-0800

Institute for Modern Languages
2622 Pittman Drive
Silver Spring, MD 20910
301-565-2580

Instructional/Communications
Technology, Inc.
Huntington Station, NY 11746
516-549-3000

Janus Book Publishers
3541 Investment Blvd., Suite 5
Hayward, CA 94545
415-785-9625
800-227-2375

The Judy Company
310 North Second Street
Minneapolis, MN 55401
612-333-6471

Language Innovations, Inc.
2112 Broadway, Suite 585
New York, NY 10023
212-873-9476

Lingual House
2000 East River Road
Tuscon, AZ
602-299-5562

Literacy Volunteers of America, Inc.
Sixth Floor, Midtown Plaza
700 East Water Street
Syracuse, NY 13210
315-474-7039

Longman, Inc.
19 West 44th Street
New York, NY 10036
212-764-3950

McGraw-Hill Book Company
1221 Avenue of the Americas
New York, NY 10019
212-997-1221

MODULEARN, Inc.
P. O. Box 635E
San Juan Capistrano, CA 92675
800-854-3508
714-493-8112

National Geographic Society
17th and M Streets, N.W.
Washington, DC 20036
202-857-7000

National Indochinese Clearinghouse
Center for Applied Linguistics
3520 Prospect Street, N.W.
Washington, DC 20007
800-424-3750
202-298-9292

National Textbook Company
8259 Niles Center Road
Skokie, IL 60077
800-323-4900

Newbury House Publishers
68 Middle Road
Rowley, MA 01969
617-948-2704

The New Yorker
25 West 43rd Street
New York, NY 10036
212-695-1515

New Readers' Press
Box 131
Syracuse, NY 13210

Oxford University Press
200 Madison Avenue
New York, NY 10016
212-679-7300

P.A.R. Incorporated
Abbot Park Place
Providence, RI 02903
401-331-0130
800-556-7277

Praeger Publishers, Inc.
Holt, Rinehart and Winston
383 Madison Avenue
New York, NY 10017
212-688-9100

Prentice-Hall, Inc.
Englewood Cliffs, NJ 07632
201-592-2000

Regents Publishing Company, Inc.
2 Park Avenue
New York, NY 10016
212-889-2780

Science Research Associates, Inc.
259 East Erie Street
Chicago, IL 60611
800-621-0664

Scott, Foresman and Company
1900 East Lake Avenue
Glenview, IL 60025
312-729-3000

Spoken Language Services
P. O. Box 783
Ithaca, NY 14850
607-257-0500

TESOL
(Teachers of English to Speakers of Other Languages)
202 D.C. Transit Building
Georgetown University
Washington, DC 20007
202-625-4569

Thomas Y. Crowell Company
521 Fifth Avenue
New York, NY 10017
212-593-7000

U. S. Government Printing Office
Documents Department
Washington, DC 20402
202-783-3238

University Center for International Studies
University of Pittsburgh
Pittsburgh, PA 15620
412-624-4141

University of Michigan Press
615 East University
Ann Arbor, MI 48106
313-764-4394

University of Washington Press
Seattle, WA 98105
206-543-4050

Webster Division
McGraw-Hill Book Company
1221 Avenue of the Americas
New York, NY 10020
212-997-1221
800-227-1400 (from Western states)

Westview Press
5500 Central Ave.
Boulder, CO 80302
303-444-3541

Winthrop Publishers
Prentice-Hall
Englewood Cliffs, NJ
201-947-1000

Zaner-Bloser
612 North Park Street
Columbus, OH 43215
614-221-5851